

Payroll Technical - BETA DRAFT



Issue Date: May 2000

Issue:B.0

Reference: US-OS-PR-50 /ST Version 3.0 & 4.5 Document Issue Status: Draft

Document Issue Level: B.0

Document Issue Date: May 2000

Software Version: The Solution Series/ST 3.0 & 4.5

Copyright Notice

Copyright© 2000 by Cyborg Systems Inc. All rights reserved.

No part of this publication may be copied or distributed, transmitted, stored in a retrieval system or translated into any human or computer language in any form or by any means, electronic, mechanical, magnetic, manual or otherwise, or disclosed to third parties without the express written permission of Cyborg Systems, Inc.

Quality Control

Cyborg has an approved Quality Management System to ISO 9001:1994. To help us further develop and improve our products to serve your needs, we welcome comments about this document.

Disclaimer

This document relates to the current published version of the system. Every effort has been made to supply complete and accurate information. However, all information found herein is subject to change without notice and Cyborg Systems, Inc. shall not be held accountable for any subsequent changes or modifications made to the contents of this document.

Trademarks

Cyborg Systems[®], and *The Solution Series*[®] and *The Solution Series/ST*[®] are registered trademarks of Cyborg Systems, Inc.

Visual Views[™], and The Imaging Solution[™], and The Distributed Solution[™], and The Reporting Solution[™] and The Workflow Solution[™] are trademarks of Cyborg Systems, Inc.

All other names are trademarks or registered trademarks of their respective owners.





Cyborg Systems, Inc. 120 South Riverside Plaza, Chicago, Illinois 60606

Note for Beta Draft of Payroll Technical manual

This manual is being released in connection with the release of /ST 4.5 as a draft document. The information contained in this manual has been carried over from the *Payroll System Guide* which has now been replaced by the Payroll Documentation Suite.

The information in this manual is factually accurate and has been updated for Payroll Update Bulletin 38. However, as this manual has not yet been enhanced to contain training exercises, review questions and other features of Cyborg's documentation, it is being released as a beta.

Reference: US-OS-PR-05

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

NOTES

Contents

Chapter 1	About this Manual	
-	Welcome	1:2
	Who should use this manual?	
	Prerequisite skills	
	Additional documentation and training courses	
	How this manual is organized	
	How to use this manual	
	Conventions used in this manual	
	How to get additional help	
Chapter 2	Overview of the Batch Payroll System	
	Introduction	2:2
	Key Concepts	
	Payroll production process	
	The payroll cycle	
	The batch environment	
	COBOL programs	
	Batch payroll system files	
	Extracting payroll information (PAYXTR)	
	Calculating pay	
	Merging payroll information (PAYMRG)	
	Adding new organizations	
	Deleting organizations	
	- 4.440 0.0m	

Chapter 3	The BATCH Transaction		
	Introduction	3:2	
	Key Concepts		
	How the BATCH Transaction Works	3:3	
	BATCH transaction layout	3:3	
	BATCH transaction fields	3:4	
	Optional balancing feature	3:8	
Chapter 4	Special processing runs		
	Introduction		
	Key Concepts	4:3	
	Purging History and Labor Records		
	Merging history files with the current Sequential Master File		
	Sequential Master File merges		
	Report generators on a separate file		
	Payroll run using an H20IN file with report generators		
	Maintaining a report generator master file	4:10	
	Payment reconciliation	4:11	
	Payroll restart and recovery	4:12	
	Post-payroll procedures	4:17	
	Reprinting pay documents	4:17	
Chapter 5	Working With CYBMST		
	Introduction	5:2	
	Key Concepts	5:3	
	Working with CYBMST	5:3	
	Performing extractions	5:8	
	Expansions	5:10	
	Report loading and selecting	5:19	
Appendix A	BATCH Transaction Layouts		
	About This Appendix		
	Conversion and Update Transactions		
	A8 Transaction - Earnings	A:3	
	A8 Transaction - Deductions	A:5	
	AA Transaction	A:6	
	AB Transaction.	A:7	
	AC Transaction	A:8	
	AD Transaction	A:9	
	AF Transaction	A:10	
	AG Transaction	A:12	
	AH Transaction	A:13	
	AJ Transaction	A:14	
	E Transaction	A:15	
	F1 Transaction	A:16	
	F2 Transaction	A:17	
	G Transaction	A:18	
	H Transaction - Earnings	A:19	

	H Transaction - Deductions	A:20
	Time Entry and Adjustment Transactions	A:21
	Format 1 Time Entry Transaction	A:21
	Format 1 Time Entry Transaction	A:22
	Format 1 Time Entry Transaction	A:23
	Format 1 Time Entry Transaction	A:24
	Format 1 Time Entry Transaction	A:25
	Format 2 Time Entry Transaction	
	KA Transaction	A:27
	KB Transaction	A:28
	KC Transaction	A:29
	KD Transaction	A:30
	KF Transaction	
	KG Transaction	A:32
	KH Transaction	
	KL Transaction	A:34
	Functional and Subsystem Transactions	A:35
	AE Transaction	A:35
	BATCH Transaction	A:37
	D Transaction	A:38
	ER Transaction	A:39
	PE Transaction	
	WL Transaction	A:41
Appendix B	Software Maintenance and Updates	
Appendix B	About this Appendix	R·2
	Keeping your software current	
	Backing up your files	
	Software updates	
	Applying scheduled update bulletins	
	Payroll Update Bulletins	
	Solution Series Update Bulletins	
	Documentation for PUBs and SUBs	
	Tax Update Bulletins	
	Unscheduled updates	
	CUBBS	
Appendix C	Pay Document Program Setup	
	About This Appendix	C:2
	Pay document formats	
	Format code chart	
	Format descriptions	
	Pay document contents	
	Entering report requests	
	Extracting pay document formats	C:8

Appendix D	Laser Check Printing	
	About This Appendix	D:2
	Westcorp Software Systems, Inc. Laser MICR Check Printing System	
	Stub-over Pay Document (UC/UD) transaction layouts	D:4
	Extended Stub-over Pay Document (XUC/XUD) Transaction Layouts	D:11
	The Forms Solutions ACP Laser Check Interface	D:18
	Record Layouts for the PRINTL File	D:20
Appendix E	Ceridian Tax Service Interface	
• •	About This Appendix	E:2
	Establishing the CTS Interface	
	Producing reports and output files	
	Processing Third Party Sick Pay	
Appendix F	Error and Warning Messages	
• •	About This Appendix	F:2
	Transaction Load report messages	
	Payroll Audit Trail messages	
	This Employee Deleted	
	Master File Status report messages.	

1

About this Manual

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

Welcome

This manual has been designed to guide you through the use of the Payroll Solution to perform your business tasks. This manual serves as a reference on the technical setup of the Payroll Solution.

This manual has been designed as a reference document. It is also used as a manual for use in classroom training. You will find sufficient detail in this manual for self-study, both before and after classroom training.

Who should use this manual?

This manual is designed to be used by anyone who uses the Payroll Solution. The following staff members will find it most useful:

- Management and supervisory staff: Payroll managers will find it helpful to read through the entire manual.
- Technical staff

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. The following minimum skills are recommended to take full advantage of the material in this manual:

- Basic understanding of Microsoft Windows 95 operating system
- Basic understanding of *The Solution Series/ST*
- Basic understanding of the Payroll Solution
- Basic understanding of your organization's platform and jobstreams

Additional documentation and training courses

This manual is part of the Payroll Documentation Suite which contains all the information you need to setup, run and troubleshoot the Payroll Solution. It is divided into the six manuals listed below. Each manual focuses on a particular aspect of the Payroll Solution and will be of use to different audiences in your organization.

The manuals in the Payroll Documentation Suite are organized in the order that you would need in order to setup the Payroll Solution prior to going live. They also follow the process that you would need to complete before running payroll. Contact your Client Services Representative if you would like a copy of this additional documentation.

The Payroll Documentation Suite is organized as follows:

Document	Description
Payroll Organization Setup	A reference and training guide for organization setup, including taxes, earnings and deductions, and an overview of payroll processing.
Payroll Employee Setup	A reference and training guide for employee setup, including employee taxes, earnings and deductions and basic employee data.
Payroll Time Entries and Adjustments	A reference and training guide for the creation of time entries and making pay adjustments.
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports.
Payroll Technical	A reference guide of technical information needed by advanced users for running payroll processing.
Payroll Cyborg Tax Codes	A reference guide of Cyborg Tax Codes and their current status.

In addition to the Payroll Documentation Suite there are other documents that pertain to particular aspects of the Payroll Solution.

Document	Description
Quarterly Wage Reporting	A single reference source for state quarterly wage reporting. All information needed to produce quarterly wage information is detailed for each state.
Year-End Processing Guide	Contains information and instructions for preparing and running the Cyborg Year-End Processor.

The following training courses correspond to the documents listed above.

Reference: US-OS-PR-50 Issue: B.0
The Solution Series/ST Version 3.0 & 4.5 May 2000

Training Courses

Related Course	Description
PR4010/PR3010 - Payroll Organization Setup	Learn how to establish and maintain organization information, create and maintain data, tax tables, and processing options, and how to set up organization earnings and deductions. Tax Information, organization options, report requests, and pay run process control options are also covered.
PR4030/PR3030 - Payroll Employee Setup	Learn to establish and maintain employee information, employee earnings and deductions, employee information, and employee payment and tax information. Creating new hire templates, employee payment history and labor information, adding new employees using a template, and transferring employees is also covered.
PR4040/PR3040 - Payroll Time Entries and Adjustments	Learn time entry formats, procedures, and batch balancing. This course will also familiarize you with on-line payment calculations and reversals, manual adjustments to accumulated wage and tax amounts, making time entries, calculating and reversing payments on-line, revising time entries, manual checks, batch balancing, and creating manual adjustment entries.
PRMV50 - Payroll Reports and Balancing	Learn the payroll reports and how the reports work individually and together to balance and verify payroll. This course also covers the usage of reports to verify inputs and outputs from each payroll.
TEMV20 - Payroll Technical	Learn the technical information you need in order to run and troubleshoot payroll. This course explains the programs that comprise payroll and walks you through what you need to set up to run payroll.
PRMV25 - Payroll HED Workshop	This course serves as a workshop to set up HEDs that are unique to your organization.
PRMV35 - Payroll Tax Workshop	This course serves as a workshop to set up taxes that are unique to your organization.
PRMV60 - Year-End Processing Comprehensive	This comprehensive two-day course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2/1099s. This class covers the material needed by those who are planning their first year-end processing and W-2/1099 production, or those who are new to the Cyborg setting.

Issue: B.0

May 2000

Reference: US-OS-PR-50 The Solution Series/ST Version 3.0 & 4.5

Related Course	Description
PRMV70 - Year-End Processing Refresher	This one-day refresher course is especially designed for those who need a brief review of year-end W-2/1099 processing requirements along with the current year update on Federal and processor changes. This course is designed to guide you through a review of setting up the year-end environment, the processor flow, and technical considerations for year-end processing.

If you wish to attend any of these courses, contact your customer services representative for details of course dates and availability.

How this manual is organized

Following are descriptions of the chapters within this manual.

Read th	is chapter	To learn about
1	Introduction	How the manual is organized
		Where to find what you are looking for
		Who should use the manual
		Where to get help
2	Overview of Payroll Reporting	
3	Verifying Online Entry and Pay Transactions	
4	Running and Balancing Standard Pay Run Reports	
5	Additional Pay Reports	

Read th	is appendix	To learn about
A	Tax Accumulation Fields Chart	
В	Balancing Charts	
С	General Ledger Interface	
D		
Е		

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

Read th	is appendix	To learn about
F		

How to use this manual

This manual has been designed to be used as a reference manual as well as a training manual to be used in Cyborg's classroom training. You will also find the manual has been written to facilitate self-study both before and after classroom training.

Table of contents

The structure of the manual has been carefully designed to ensure that you find the manual easy to use. You will see from the table of contents at the beginning of the manual that the manual is split into parts. Each part is typically a logical group of tasks. All our manuals are written to be task oriented to help you complete your business tasks using our software.

In the table of contents you will find all the tasks covered in this manual listed in their respective chapters.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 will explain more about this manual. Reading this introduction will allow you to you get the most out of the information we have provided. Chapter 2 gives you a high level overview of the subject matter covered in this manual. You should read this to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain the detailed instructions on how to complete the business tasks. There are distinct sections of an instructional chapter.

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about any choices you have or understand the impact of performing certain tasks.

Task Overview

If you just need a brief description of the task and how to complete it use this section. Once you are familiar with a task you will also find this section useful as a quick reminder or quick reference guide.

Detailed Directions

If you need more help than given in the task overview you can follow the detailed directions which give you step by step guidance on how to complete a task. There is also guided practice for you to follow if you want to.

Note

Please note that if you are to follow the guided practice, you must have completed all the previous guided practice exercises in the manual to be certain of it working. The guided practice uses the test data installed with our software. For the guided practice exercises to work this test data must not have been altered.

Issue: B.0 Reference: US-OS-PR-50
May 2000 The Solution Series/ST Version 3.0 & 4.5

All users who will complete the guided practice must either have their own copies of the test data or have the test data restored for them.

Review and practice exercises

If you want to be certain that you have understood and internalized the information in a chapter, complete the review and practice exercises at the end of the chapter. The answers to these questions can be found in the appendices.

Note

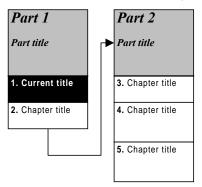
To be able to complete the extended practical exercises in the manual, you must have completed all the previous exercises in the manual. You must also be using the test data delivered with the software. This test data must not have been altered.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy for you to navigate through the manual and concentrate on learning and doing.

Advanced organizers

Advanced organizers help you find what you are looking for. At the beginning of each chapter we provide a graphic overview of the Payroll Documentation Suite to help you navigate and become familiar with the overall structure at a glance.



Page numbering

The page identifier at the bottom of each page contains the chapter number/appendix letter, followed by the page number of the page within that chapter or appendix.

Cross references

Wherever appropriate, we have provided cross references to help you find additional information or further discussion of a specific topic.



Refer to a cross reference to find more detail or more discussion on a given topic.

Notes

Whenever there is important information you should be aware of, we provide a note.

Note You will find tips or quick techniques covered in notes.

Reference: US-OS-PR-50 Issue: B.0
The Solution Series/ST Version 3.0 & 4.5 May 2000

Guided practice

Guided practice offers you an opportunity to practice a task. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided practice is easy to locate.



For practice, type 'ACME Manufacturing'.

How to get additional help

If you cannot find the answers to your questions in this manual, the following resources are available:

Contact	For
Account Manager	Help on implementing <i>The Solution Series/ST</i>
Phone Support	Answers to specific questions about a procedure

There is a training course on this subject. If you are having difficulty with this subject matter you may like to consider attending our training course. The details of the training course are:

Title: Payroll Reports and Balancing

Duration: 1.5 days

Prerequisites: Introduction to *The Solution Series/ST* 4.0

Payroll Organization Setup Payroll Employee Setup

For dates, availability, and to register please contact customer support at your local Cyborg office.

Suggestions and feedback

We spend a great deal of time designing, writing and reviewing our manuals. However, we recognize that there is always room for improvement. We value your comments and feedback on this manual, whether good or bad. We would encourage you to complete the User Comment Form on the following two pages and send it to the Documentation Development Manager at your local Cyborg office.

Issue: B.0 Reference: US-OS-PR-50 May 2000 The Solution Series/ST Version 3.0 & 4.5



User Comment Form

Please use this two-page form to convey your comments and suggestions, which will help us to improve the quality and increase the usefulness of our publications. A copy of this form should be sent to the Documentation Development Manager at your local Cyborg office. Addresses of all our offices are given on the following page.

Document Ti	ıtl	e	:
-------------	-----	---	---

Document Reference No:

Please mark the appropriate box to reflect your views.

Date

Evaluation	Excellent	Good	Satisfactory	Poor
Usability (Answered your questions)				
Accuracy (Manual is factually correct)				
Clarity (Easy to read and understand)				
Examples and Diagrams (Usefulness)				
Organization (Structure of subject)				
Contents and Index (Ability to locate topic)				

Description of Error

Have you found any errors? If yes:

Issue No.

Page No.

Your Name:	Organization:
Job Title:	Department:
Telephone:	Fax:

Email:



User Comment Form (cont'd)

General Comments and Suggestions for Improvement

Please send this form to the Documentation Development Manager at your local Cyborg office listed below:

Asia

Cyborg Systems Asia Limited 298 Tiong Bahru Road 08-05 Tiong Bahru Plaza Singapore 168730 65 270 0922

Africa

Cyborg Systems Africa (PTY) Ltd Block E, Hurlingham Office Park Cnr William Nicol Drive & Republic Road P.O. Box 78465, Sandton, 2146 South Africa 27 11 789 3660

Australia

Cyborg Systems (Pacific) Pty Limited Level 3, Challenge Tower 459 Collins Street Melbourne VIC 3000 Australia 61 3 9 616 0600

Canada

Cyborg Systems Canada, Inc. 2747 Marleau Avenue P.O. Box 686 Cornwall, Ontario K6H 5T5 Canada 1 613 938 7431

Latin America

Cyborg Systems, Latin America, Inc. Edificio Mercantil Plaza Suite 1518 Hato Rey, Puerto Rico 00918 1 787 754 8107

United Kingdom

Cyborg Systems Limited Central Court, Knoll Rise Orpington Kent BR6 0JA United Kingdom 44 1689 827011

United States

Cyborg Systems, Inc. 120 South Riverside Plaza Chicago, Illinois 60606 United States 1 312 279 7000

2

Overview of the Batch Payroll System

Introduction

This chapter introduces the technical considerations of the batch payroll system. It discusses the main programs, the major files, and the flow of data through the job streams.

Prerequisites

Before you can perform the tasks in this chapter, the following prerequisites must be established.

- *The Solution Series/ST* must be installed
- Familiar with the concepts covered in the Payroll Organization Setup manual

Terms you should understand

Terris you should	understand
audit record	A snapshot of information entered on a form. Audit records are stored on the Employee Database and are displayed on audit reports in an IS/WAS reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.
audit trail	A report of changes made to your Employee Database, such as the Payroll Audit Trail (0101) report.
batch	A collection of time entries that corresponds to an employee group, such as department. Also, a group of transactions

group, such as department. Also, a group of transactions submitted to the batch payroll processing system.

BATCH transaction

Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the BATCH transaction, you may verify your totals against those

accumulated by the system.

Batch Number An alphanumeric field on the BATCH control record containing a user-defined value used to identify a unique

group of time entries or transactions.

batch processing A processing method that runs in the background and requires

limited intervention.

deduction cycle A predetermined schedule for taking deductions, based on the

defined frequency.

Employee Database FILE02; the file that contains organization and employee

records.

general ledger interface A file that provides a balanced payroll journal for the period.

This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be

produced on paper.

Labor Record A record containing the hours, dollars, associated charge-to

control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form or time entry

override.

maintenance run An automated process that updates organization and

employee records but does not process time entries, calculate

pay, or generate pay checks or deposit advices.

organization A group of employees who are employed in a common

structure, governed by the same set of rules or policies, and

eligible for the same earnings and deductions.

Organization Number A six-character user-defined code that represents an

organization; the highest level of the organizational structure

in the Payroll Solution.

pay frequency The interval at which a group of employees is paid. Examples

are weekly and semimonthly. Also referred to as a payroll

period.

pay schedule A predetermined schedule for a calendar year, identifying

period-end and payment dates for each pay frequency.

payroll run An automated process which updates company and employee

records, processes time entries, generates checks and deposit advices, and produces payroll reports and other related

outputs.

Permanent Master Record Permanent records of employee earnings, taxes, and

deductions. This is the only record group that contains month-do-date, quarter-to-date, and year-to-date

accumulations. An employee's Permanent Master Record also

contains all human resource information that has been entered

for that employee.

Recycle File P05IN; A file that contains employee data and pay document

information required for payment reconciliation. It also contains time entries to be processed and paid at a later date.

This file is used to pass data to the next payroll or

maintenance run.

Sequential Master File P20IN; Also known as the Batch Master File. The batch

processing version of the Employee Database. This file contains organization and employee data, tax tables, and the

object code for programs.

Key Concepts

You should understand the following concepts before completing the tasks in this chapter:

Concept	Page
Payroll production process	2:4
The payroll cycle	
The batch environment	2:7
COBOL programs	2:9
Batch payroll system files	
Extracting payroll information (PAYXTR)	
Calculating pay	
Merging payroll information (PAYMRG)	
Adding new organizations	
Deleting organizations	2:37

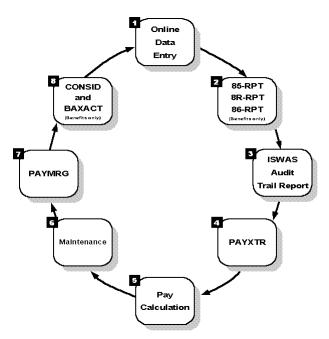
Payroll production process

The payroll production process is a largely automated task that calculates employee pay, updates organization and employee records, and generates pay documents. A payroll run also produces payroll-related reports, interface files, and direct deposit files. At the end of a payroll run, Payment History Records are created for the pay documents generated and adjustments processed during the payroll cycle. Labor Records are created reflecting hours and amounts paid with their associated charge-to information.

Additional activities are performed after the payroll run, such as balancing the payroll and distributing data to the general ledger, tax filing services, archives, and others, as required.

The payroll cycle

The main steps in a payroll cycle are the same for all Cyborg payroll users. Additional steps may be required when certain additional components of the Cyborg system are being used. Understanding the payroll processing cycle provides the information needed to troubleshoot the cause of a problem and to determine what corrective action may be needed.



There are eight steps in the payroll processing cycle.

Step 1: Complete the online information

The payroll cycle begins when address changes, W4 changes, salary increases for existing employees, and new hire information is entered online. Wage or tax adjustments from the last pay cycle and time entries for the current pay cycle may also be entered. All online entry is verified at the time of entry.

The Payroll Run Process Control form must also be completed. This form is used to establish process parameters that direct the batch payroll programs to execute a payroll or maintenance run. It also identifies which pay frequencies are to be processed, and it allows you to pay multiple pay frequencies during one payroll run.



Refer to Chapter 6: Preparing for a Payroll Run in the Payroll Organization Setup manual for more information about these forms.

Step 2: Execute the Recalc Benefit Coverage/Contributions (85-RPT) report and the HED Segment Changes this Period (8R-RPT) report (Benefits Administration users only)

There are two optional benefits report programs:

■ Recalc Benefit Plans (85-RPT) report

This report program recalculates organization and employee deduction amounts based on new or changed enrollments in benefit plans, de-enrollments, or changes to basic employee information such as status changes or pay increases. The Recalc Benefit Plans report creates a set of records that identifies the changes necessary to update employee and organization deduction records.

■ HED Segment Changes this Period (8R-RPT) report
This report program uses the records created by the Recalc Benefit Plans (85-RPT) report. The HED Segment Changes this Period report program creates new employee deduction records or updates records with changes.

Refer to the Using the Benefits Administration Solution for more information about these and other Benefits reports.

Step 3: Execute the Audit Trail (ISWAS) report

This step generates the Audit Trail (ISWAS) report of all online entries performed since the last pay cycle. Because all data entry is verified as online entries are made, it does not show errors.

The Audit Trail (ISWAS) report is a standard audit report that prints one line of information showing 'is' and 'was' information for each changed field. This report is sorted in Employee Number order. Forms with multiple entry lines, such as time entry forms, are printed in form-image format.

You can execute the audit report program at any time during the payroll process. However, you must produce the report before beginning the PAYMRG process, at which time the audit records are deleted.

Refer to the Payroll Reports and Balancing manual for more information about the content of the ISWASX/ISWASP report and how to produce it.

Step 4: Run the Pay Extract program (PAYXTR)

This step creates a batch master (from the Employee Database) for input into the payroll run. Extracts may be for all organizations on the Employee Database or only for paid organizations. A file of all adjustments and time entries is also created for use during the pay run.

Step 5: Perform the payroll calculation

This is the main step in the payroll cycle. Employee pay is calculated and payroll reports, including checks/deposit advice vouchers, an ACH file, and the Combined Register (2222) report are created. Each of the three batch programs executed during this step, P2EDIT, P4CALC, and P5PRNT, performs a specific function in the calculation of pay. These programs are discussed in detail in this chapter.

Step 6: Perform payroll maintenance

This step involves a second execution of the batch payroll programs (P2EDIT, P4CALC, and P5PRNT) for the creation of history records. Every payroll run must be followed by a maintenance run.

Step 7: Run the PAYMRG (pay merge) program

This step uses the batch master from the maintenance run to create a new Employee Database or update the existing one, depending on the type of extract done in Step 4.

Step 8: Run the Considered Earnings/Hours Accumulators (CONSID) report and the Update Benefit Plan Balance Information (BAXACT) report (Benefits Administration users only)

These benefits processing reports update the Employee Database with considered hours and earnings data, flexible spending account dollars, and 401(k) deduction amounts from the payroll run.

The Benefits Administration Solution offers two report programs, the Considered Earnings/Hours Accumulators (CONSID) report and the Update Benefit Plan Balance Information (BAXACT) report. These reports programs administer benefits plans by using information from the Payroll Solution.

Execute CONSID and BAXACT immediately after the PAYMRG process. This ensures that any forms using the Flexible Spending Account (FSA) balance or deferred plan accumulations have access to current information.

■ The Considered Earnings/Hours Accumulators (CONSID) report

The CONSID program is an optional process if you use the Human Resource Management Solution. CONSID updates Considered Earnings and Hours Accumulators with earnings from the current pay period's Payment History Records.

■ The Update Benefit Plan Balance Information (BAXACT) report

The BAXACT program is an optional process if you are using the Benefits Administration Solution. BAXACT extracts amounts from the current pay period's Payment History to update FSA balances and deferred plan contributions.

Refer to the Using the Benefits Administration Solution manual for more information about these reports.

The batch environment

The online portion of the Payroll Solution refers to the interactive sessions during which you make entries on payroll forms. To process a payroll run, you work within the batch environment where the system does the processing.

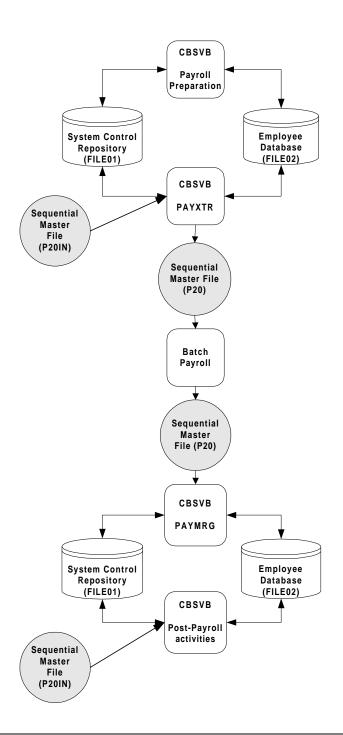
Refer to Chapter 6: Preparing for a Payroll Run in the Payroll Organization Setup manual for more information about the online steps involved in preparing for a payroll run.

The following diagram provides a pictorial overview of the batch payroll process.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

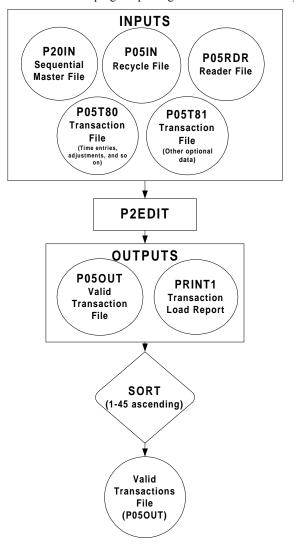


COBOL programs

There are several COBOL programs involved in the payroll process. Those programs are discussed in this section.

Transaction Editor Program (P2EDIT)

The Transaction Editor Program (P2EDIT) is the first program executed as part of the batch payroll process. This program edits the input transactions. The following diagram shows the P2EDIT program passing records to the P4CALC program.



P2EDIT performs the following major functions:

■ Gathers transaction information

P2EDIT begins by accessing the Sequential Master File (P20IN). However, P2EDIT does not use any application data from the Sequential Master File (P20IN). It reads only system table generator information, specifically generators 17 through 29. This information initializes tables in working storage that P2EDIT uses to compile report generators and validate input transactions. Any changes to generators 17 through 29 take effect only after the generators are replaced on the Sequential Master File (P20IN); in other words, on subsequent runs. The changes are not in effect during the run in which you input them.

■ Edits the transactions

P2EDIT then opens the Reader File (P05RDR) and reads the first record, which must be a BATCH transaction. The BATCH transaction controls file access in each P2EDIT run. Depending on information found in the BATCH transaction, P2EDIT may process a maximum of three optional input files: P05T80, P05T81, and the Recycle File (P05IN).

As each BATCH transaction is read, the country code for the organization referenced in RPT20 is accessed to determine the field editing.

Any U.S. organization is edited based upon the field number table (RPT21-29).

Any non-U.S. organization uses a table in the P2EDIT program to edit country specific field differences.

- P05T80, P05T81, and the Recycle File are discussed later in this chapter. Refer to Chapter 3: The BATCH transaction for more information about the BATCH transaction.
 - Passes valid, edited data to the Valid Transactions File (P05OUT) With the exception of time entries, each input transaction processed by the P2EDIT program may result in several records being written to the Valid Transactions File (P05OUT). This file contains one record for each valid field on the transaction.
 - Sorts the Valid Transaction File (P05OUT)

The Valid Transaction File (P05OUT) is sorted in ascending sequence on the first 45 positions. It is then passed to the P4CALC program, which accesses the sorted file as P05IN. This step is referred to as P10SORT on some platforms.

■ Performs check and payment reconciliation

The P2EDIT program also performs payment reconciliation, matching outstanding checks against bank notifications that the checks have been cleared.

Refer to Chapter 7: Employee Payments in the Payroll Employee Setup manual for more information about the Check Reconciliation feature

- Writes valid update records
 P2EDIT also writes valid update records to the Valid Transactions File (P05OUT).
- Verifies new Organization Numbers

The P2EDIT program stores information from system generator 20 in a working storage area called the Organization Validation Table (RPT20). The Organization Validation Table contains a list of valid Organization Numbers. You must update this list before you can submit any transactions for new organizations.

Note

If the Organization Validation Table contains more than 50 entries, you must increase its size.

■ Produces the Transaction Load report

P2EDIT outputs the Transaction Load report as PRINT1, which lists all transactions and each optional file that has been processed. This report identifies any transactions in error and any out-of-balance batches. Recycle File transactions do not show on the Transaction Load report. The last few lines of the Transaction Load report inform you if any errors were detected during the P2EDIT execution. These lines also indicate which input files P2EDIT accessed.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

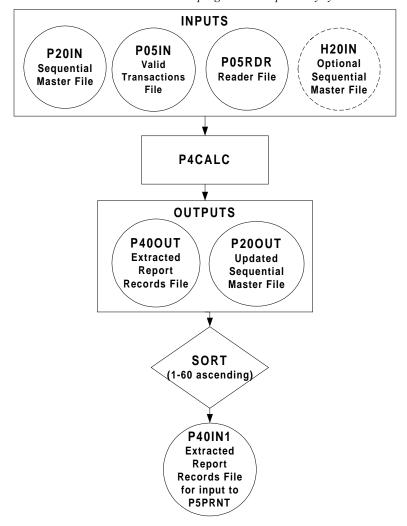
An example of the Transaction Load report is shown here.

CONTROL 1 CONTROL 2	01 0001			TRANSACTIO	ON LOAD REPORT	REPT 0000	BATCH PXTR		VERSION :59:08 DA	PAGE ATE 05/31	3 /1994
CARD IMAGE	15 20 2	253035.	40 45 5	05560	657075.	ERROR	FLD FI	ELD SCRIPTION		FIELD CONTENTS	CARD NBR.
BATCH010001E											2
KA1001	006200	000018	8780014500000	03400		+3					3
KB1001	001000100000)				+3					4
KC1001	00067431					+3					5
1 1001	004000	20500									6
4 1001	007500										7
1510	15202	253035.	40455	05560.	657075.	80					
CONTROL 1 CONTROL 2	01 0001			TRANSACTIO	ON LOAD REPORT	REPT 0000	BATCH PXTR		VERSION :59:08 DA	PAGE ATE 05/31	4 /1994
CARD IMAGE						ERROR	FLD FI	EI.D	COL.	FIELD	CARD
-	15202	253035.	40455	05560.	657075.			SCRIPTION		CONTENTS	
	COUNT	REGULAR	OVERTIME	HOURS 1	HOURS 2	HOURS 3	HOURS 4 R	EG. \$/RATE	OVT. \$/	RATE	
BATCH CARD	0	.00	.00	.00	.00	.00	.00	.00		.00	
INPUT	0	40.00	5.00	.00	.00	.00	.00	750.00	674	1.31	
DIFFERENCE	0	.00	.00	.00	.00	.00	.00	.00		.00	
INPUT FILES	PROCESSED-P0	5RDR P05T80	P05T81 P05IN								

Payroll Calculation Program (P4CALC)

P4CALC performs the payroll calculations and updates to the Sequential Master File (P20IN) during a batch payroll run. The following diagram shows the inputs and outputs for this program.

Note P4CALC can be used with the P5PRNT program as a report-only system.



The P4CALC program performs five major functions:

■ Reads the input files

During a normal payroll run, the P4CALC program reads information from the Sequential Master File (P20IN) and the Reader File (P05RDR).

 Applies maintenance transactions from the sorted Valid Transactions File (P05IN) from P2EDIT

The P4CALC program conducts a sequential process that merges the sorted Valid Transaction File (P05IN) transactions with the Sequential Master File (P20IN). This step is known as P45SORT on some platforms. During this process, P4CALC adds, deletes, and modifies information as necessary.

■ Creates the updated Sequential Master File (P20OUT)

The program stores information from the Sequential Master File (P20IN) in the working storage areas shown in the following table. P4CALC then creates the new Sequential Master File (P20OUT). The report generator schedule is tested for each area. You may have to expand these areas.

Area	Record	Description
REPORT		Report generator logic
PAYER	D	Organization information
TAX	Н	Tax specification information
EMPLOYEE	M	Employee information (Permanent Master Records, Payment History, and Labor Records, to-date adjustments)
		If there are to-date
AREAW	F	W (miscellaneous) information

Calculates pay for all employees whose frequencies are being paid

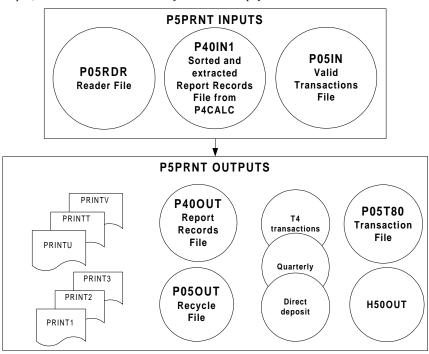
The P4CALC program processes time entries and automatic earnings, taxes, and deductions. The report generator schedule is exercised for each Payment History and Labor Record created. P4CALC then writes the Permanent Master Record group to the updated Sequential Master File (P20OUT). After all employee records have been processed, any post-employee W (miscellaneous) data is processed. Each organization is processed in this manner until the entire Sequential Master File (P20IN) is complete.

■ Creates and sorts the Extracted Report Records File (P40OUT)

P4CALC creates the Extracted Report Records File (P40OUT). This extracted information will be written to printed reports. The P45SORT function then sorts the P40OUT file, in ascending sequence on the first 60 characters, for input to the P5PRNT program as P40IN1.

Report Print Program (P5PRNT)

P5PRNT formats and creates all output, including payments, printed reports, ACH tapes, and records that must be recycled to future payroll runs.



P5PRNT formats the sorted Extracted Report Records File (P40IN1) for external presentation. This presentation may be either on paper or magnetic media. In addition, P5PRNT creates the Recycle File (P05OUT), which the system accesses on the next processing run. During a payroll run, P5PRNT also creates an Extracted Report Records File (P40OUT) with extracted report data for the Combined Register (2222) report.

With the exception of P40OUT and P05OUT, the P5PRNT output files are opened, one at a time. Each output file is identified by a single-character file code, called a forms code, in the first position of each P40IN1 record. The P5PRNT program uses the forms code to determine which of its output files is to be written. This code is the first position in the sort key. The following table lists all valid Forms codes.

Forms code*	File name	Description
0	PRINT1	printer - reserved for Sort 01 [Payroll Audit Trail (0101) report and Control Headers (0103) report]
1	PRINT1	printer
2	PRINT2	printer
3	PRINT3	printer - quarterly regulatory reports
4	PRINT4	printer
5	P50OT5	80-character file
6	P05T80	80-character file
7	H50OUT	print image file
8	P05OUT	Recycle File
9	P40OUT	reserved for Sort 22 [Combined Register (2222) report]
M	P50CT4	Canadian T4 file
N	P5UST9	NJ quarterly file
P	P50CDD	Canadian direct deposit file
Q	P50QR1	Canadian Relevé 1 file
R	P50W2T	quarterly files using federal S record
S	P50ACH	ACH tape
T	PRINTT	printer - pay documents
U	PRINTU	printer - pay documents
V	PRINTV	printer - pay documents used for deposit statements
W	PRINTW	printer - pay documents
X	P51W2T	NY quarterly file
Z	P40OUT	Report will be printed during the second pass of P5PRNT using the PRINT1 file
\$	P50SBB	Service Bureau statistics tape

^{*} Except for Forms codes 8 and \$, the next four positions of the extract record contain the Report Generator code. A Report Generator code is a two-position Sort code followed by a two-position Report code.

** For Forms code \$, positions 2 through 81 of the extract record must contain an image of the record to be written to the Service Bureau Billing File, P50SBB. Positions 6 through 11 contain the Organization Number.

O4CALC

O4CALC is invoked by CBSVO, *The Solution Series/ST* online program, when an online pay calculation is performed. O4CALC calculates a payment and formulates the pay document image when the Calculate Pay For: form (PAY-CP) is used.

If you are retaining the results of the online payment calculation, O4CALC writes the Multiple Master and Labor Records to the Employee Database and updates the to-date figures on the employee's Permanent Master Record.

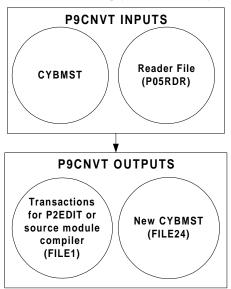
Although O4CALC is not a purely batch program, it combines most of the tasks performed by P2EDIT and P4CALC. In terms of expansions, it has the same requirements as P2EDIT for the Organization Validation Table (RPT20) working storage area. O4CALC must match P4CALC in the PAYER and EMPLOYEE working storage areas, but it has separate REPORT and TAX areas.

Note

The online system invokes O4CALC in different ways, depending on your platform. On a Microsoft Windows NT machine, O4CALC is linked with The Solution Series/ST CBSVO program. On the IBM mainframe, CBSVO issues an XCTL to the O4CALC program, and the return is handled in the same manner.

P9CNVT

P9CNVT is the batch payroll source library management program.



P9CNVT performs the following functions:

- Extracts report generators, COBOL programs, and subroutines from CYBMST, including any overrides.
- Creates FILE1 during the extract from CYBMST. FILE1 is an 80-character output file, which contains either program source code to be used by a compiler or Report Generator source code to be read by P2EDIT as P05T80 or P05T81.
- When updating the CYBMST file, the P9CNVT program creates the new version as FILE24.
- Writes a diagnostic report, PRINT1, during the extract and update.
- Updates CYBMST when Payroll Update Bulletins (PUBs) are issued.



Refer to Chapter 5: Working with CYBMST for more information about the P9CNVT program.

P4W2CA

P4W2CA is a component of the year-end processor. It performs all calculations necessary for year-end reporting.

P5W2PR

P5W2PR is a component of the year-end processor. It formats all of the necessary information extracted by the P4W2CA program for year-end reporting.



Refer to the Year-End Processing Guide for more information about this program.

Batch payroll system files

The batch payroll system uses several main files. The following table details the layout of each of the files discussed in this section:

File name	Input/output	Record size
Reader File (P05RDR)	Input	80
Recycle File (P05IN)	Input	118
Recycle File (P05OUT)	Output	118
Transaction File (P05T80)	Input/output	80
Transaction File (P05T81)	Input	80
History Archive File (H20IN)	Input	256
Sequential Master File (P20IN)	Input	256
Sequential Master File (P20OUT)	Output	256
Extracted Report Records File (P40IN/P40IN1)	Input	150
Extracted Report Records File (P40OUT/P40OUT1)	Output	150
Output files (P50OT5, P50ACH, P51W2T, P50CT4, P50CDD, P50QR1, P5UST9)	Output	varies
Output print files (PRINT1, PRINT2, PRINT3, PRINT4, PRINTT, PRINTU, PRINTW)	Output	132

TEL C 11 ' DOCUMENT	C* 1	1	1.0	11	
The following P9CNVT	files at	re also i	ised for	navroll	nrocessing.
THE TOHOWING I JULY I	mics ai	c aiso t	ascu ioi	payron	processing.

File name	Input/output	Record size
Cyborg Batch Master Source Library (CYBMST)	Input	80
Member Extract File (FILE1)	Output	80
Updated CYBMST (FILE24)	Output	80

The following files are *Solution Series/ST* server files that may be accessed during payroll processing:

File name	Input/output	Record size	Description
FILE01	Input/Output	80	System Control Repository
FILE02	Input/Output	Variable (3060 max)	Employee Database
FILE03	Output	132	Audit/report/message print file
FILE04	Input	80	Control Records file
FILE05	Input	80	Data Input file
FILE06	Output	80	Installation Control file
FILE07	Output	Variable (2060 max)	Installation Master file
FILE10	Output	80	Data Output file
FILE11	Input	256	Payroll Process Sequential Master file
FILE12	Output	256	Payroll Process Sequential Master file
FILE13	Input	256	Payroll Process Sequential Master file
FILE14	Input	150	Report Extract Input file
FILE15	Output	150	Report Extract Output file
FILE17	Output	132	Alternate Print file
FILE18	Output	132	Alternate Print file
FILE19	Output	132	Alternate Print file
FILE23	Input/Output	Variable (2060 max)	User-defined file
FILE24	Input	Variable (2060 max)	User-defined file
FILE25	Output	Variable (2060 max)	User-defined file
FILE26	Output	132	Check print

Reader File (P05RDR)

The BATCH transaction in the Reader File controls which optional files are accessed, including the Recycle File (P05IN). On most platforms, the Reader Files are embedded in the various job or command files and are usually permanent. The contents of each Reader File vary depending on the program being run.

■ Reader File transaction for P2EDIT

The Reader File read by the P2EDIT program must contain a BATCH transaction. This record tells P2EDIT which optional files to access and whether to perform certain special functions. This BATCH transaction may contain the information listed in the following table.

Position	Description
1-5	BATCH (literal string)
6-7	Control 1 value
8-11	Control 2 value
12-15	Batch number
16	Y - no transactions are written to the output file for this batch
17	Y - no employees transactions are present in this batch
18	Y - process the Recycled File (P05IN)
	(This position effective only on the first BATCH transaction read in the Reader File.)
19	Y - process the Transaction File P05T80
	S - process the Transaction File P05T81
	B - process both Transaction Files
	(This position effective only on the first BATCH transaction read in the Reader File.)
20-21	File Version Number
22	Y - Payment reconciliation run
23-80	spaces

It is possible to add transactions other than the BATCH transaction to the Reader File. It is generally a better idea, however, to use this file exclusively as a control file containing only a constant BATCH transaction.



Refer to Chapter 3: The BATCH transaction for more information about the BATCH transaction.

■ Reader File transaction for P4CALC

The P4CALC program reads two records from the Reader File: the H2 and P4 transactions. If P4CALC finds an H2 or P4 transaction with entries, the program changes its default mode of operation.

The following table shows the H2 transaction layout.

Position	Description
1-2	H2 (literal string)
3-5	Cutoff code for Payment History Records and Labor Records (retention of records is controlled by Company Options form):
	OLD - (previous) Do not write employee Permanent Master Records, uncleared Payment History Records or Labor Records created after the date in positions 6-11.
	NEW - (current) Do not write Payment History Records or Labor Records created on or before the date in positions 6-11 unless they are for uncleared payments. Do not write Labor Records created on or before the date in positions 6-11.
6-11	Cutoff date (YYMMDD format)
	This date is compared to the change date in the EA records. The change date is either the run date from the Payroll Run Process Control form (AE-SCR) or the computer run date on the day the record was created. The Payroll Run Process Control form overrides the computer run date.
12	Payroll Recon:
	Blank - Archive or purge cleared History & Labor records.
	R - Archive or purge cleared and uncleared History & Labor records.
	H - Archive or purge only cleared History records, but not Labor records.
	I - Archive or purge cleared and uncleared History records only but not Labor records.
	L - Archive or purge only Labor records but not History records.
13	Output master:
	blank - Write a Sequential Master File (P20OUT).
	O - Do not write a Sequential Master File.
	D - Do not write a Sequential Master File and enable the report generator debugging mode.
	E - Do not write a Sequential Master File and enable the report generator debugging and tracing mode.

Position	Description
14	Merge masters
	B - Report generators and tax specification records are on the Sequential Master File (P20IN) and a separate master file, H20IN. (If both of these files contain a generator with the same report code, the one from P20IN is used.)
	F - Report generators and tax specification records are on a separate master file, H20IN.
	M - Merge two history files.
	S - Merge two current Sequential Master Files (P20IN).
15	History Update:
	blank - Normal run
	7 - Do not modify the Sequential Master File (P20IN) after a payroll run. Do not convert payment masters to History Records. Do not set the organization header record zeros (clear the Payroll Run Process Control setup information on the run immediately following the payroll run). Do not reset the Key Maintenance field in each employee's record to 9999 (so that report generators can react). You may enter report generators, D transactions, or transactions to update user-defined organization-level fields, but no other transactions. You can produce reports (on a run after a payroll run) that contain the same information as they would if they had been selected during the payroll run. 8 - Same as 7, except that you can select reports only by using the P4 transaction. You can produce reports (on a run after a payroll run) that contain the same information as they would if they had been selected during the payroll run.
16	Run Select:
	Load any report generators with an entry in column 20 of the R0 transaction that contains a 0 or 1, or matches the entry specified here. All other report generators are not loaded.
17	Input transaction:
	blank - Process the sorted Valid Transactions File (P05IN) from P2EDIT.
	T - Do not process the sorted Valid Transactions File (P05IN) from P2EDIT.

these reports to print during the second execution of P5PRNT in the	Position	Description
I - Do not process the Sequential Master File (P20IN). D - Drop all generators. 19 Random file: blank - No Employee Database (FILE02) is present, nor will one be created. R - If column 21 contains a P, an Employee Database is created during this run. This option is used only if you are required to build the Employee Database using P4CALC instead of PAYMRG. 20 Update run: blank - Process update transactions. U - Do not process any file maintenance transactions; recycle them. 21 Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. 22 Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. 23 Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	18	Input master:
D - Drop all generators. Random file: blank - No Employee Database (FILE02) is present, nor will one be created. R - If column 21 contains a P, an Employee Database is created during this run. This option is used only if you are required to build the Employee Database using P4CALC instead of PAYMRG. Update run: blank - Process update transactions. U - Do not process any file maintenance transactions; recycle them. P - No pay is calculated this run. P - No pay is calculated this run. R - No reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	blank - Process the Sequential Master File (P20IN).
Random file: blank - No Employee Database (FILE02) is present, nor will one be created. R - If column 21 contains a P, an Employee Database is created during this run. This option is used only if you are required to build the Employee Database using P4CALC instead of PAYMRG. Update run: blank - Process update transactions. U - Do not process any file maintenance transactions; recycle them. Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. R - No reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. Torms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	I - Do not process the Sequential Master File (P20IN).
blank - No Employee Database (FILE02) is present, nor will one be created. R - If column 21 contains a P, an Employee Database is created during this run. This option is used only if you are required to build the Employee Database using P4CALC instead of PAYMRG. 20 Update run: blank - Process update transactions. U - Do not process any file maintenance transactions; recycle them. 21 Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. 22 Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. 23 Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	D - Drop all generators.
created. R - If column 21 contains a P, an Employee Database is created during this run. This option is used only if you are required to build the Employee Database using P4CALC instead of PAYMRG. Update run: blank - Process update transactions. U - Do not process any file maintenance transactions; recycle them. Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	19	Random file:
during this run. This option is used only if you are required to build the Employee Database using P4CALC instead of PAYMRG. 20 Update run: blank - Process update transactions. U - Do not process any file maintenance transactions; recycle them. 21 Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. 22 Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. 23 Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the		* * * * * * * * * * * * * * * * * * * *
blank - Process update transactions. U - Do not process any file maintenance transactions; recycle them. Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the		during this run. This option is used only if you are required to build
U - Do not process any file maintenance transactions; recycle them. Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	20	Update run:
21 Payroll run: blank: Pay may be calculated this run. P - No pay is calculated this run. 22 Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. 23 Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	blank - Process update transactions.
blank: Pay may be calculated this run. P - No pay is calculated this run. Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	U - Do not process any file maintenance transactions; recycle them.
P - No pay is calculated this run. Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	21	Payroll run:
22 Report run blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. 23 Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	blank: Pay may be calculated this run.
blank - Reports may be produced this run. R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. 23 Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	P - No pay is calculated this run.
R - No reports are produced this run except those with a zero in position 20 of the R0 transaction. 23 Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	22	Report run
position 20 of the R0 transaction. Forms code Z Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	1	blank - Reports may be produced this run.
Z - Change the forms code to a Z in every extract record that has a forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the		· · ·
forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the	23	Forms code Z
code sequence.		forms code of 0 or 1 just before it is written to P40OUT. This causes these reports to print during the second execution of P5PRNT in the payroll run process. The reports will print in organization, then report
24 Conversion run	24	Conversion run
blank - No Sequential Master File conversion occurs in this run.	1	blank - No Sequential Master File conversion occurs in this run.
C - A Sequential Master File conversion occurs in this run.		C - A Sequential Master File conversion occurs in this run.
		Sometimes when a new version of the system is releases, you must run a Sequential Master File conversion. Use this column to indicate that a conversion is being run.

Note

When the H, I, or L options are used, a subsequent merger of the archive files will not restore the original order.

If you have report generator or CSL programs which access the History records and then use the Labor records associated with the History records then use of these options is not recommended.

Cyborg requires that you always include H2 and P4 transactions in your jobstream. You may often find that you need only blank records to provide the appropriate default values. The P4 transaction applies to all organizations on the Sequential Master File. The following table describes the P4 transaction layout in the Reader File (P05RDR) for P4CALC:

Position	Description
1-2	P4 - Transaction code
3-18	Override reports - values typed here override the Report Select value on the Payroll Run Process Control form (AE-SCR)
19-80	Additional report - Values typed here select reports in addition to those typed in the Report Select field on the Payroll Run Process Control form

Report requests on the Payroll Run Process Control form affect only the organization for which they are entered.

■ Reader File transaction for P5PRNT

The Reader File for the P5PRNT program is a P5 transaction. As with the P4CALC program, P5PRNT does not need a transaction; you can use a blank file instead. The system allows only one P5 transaction for each payroll run. This transaction has two purposes: it causes the P5PRNT program to print all reports that match the P5 Report Code, and it requests the printing of the Combined Register (2222) report. It is recommended that you always include a blank P5 transaction in your jobstream, and change it as necessary.

The P5 transaction	layout is shown	in the following table:

Position	Description
1-2	P5 - Transaction code
3	Forms code
4-7	Report code
8-9	Control 1 value
10-13	Control 2 value
14-23	blank
24-40	Combined Register (literal string)
	This is used only for the second execution of P5PRNT during a payroll run, to produce the Combined Register (2222) report.
41-80	blank

If you leave positions 3-80 blank, all reports available on the sorted Extracted Report Records File (P40IN1) will be printed. Any non-blank entry in positions 3 through 80 prevents the P5PRNT program from opening the P05IN, P05OUT, and P40OUT files. To reprint previously printed reports other than the Combined Register (2222) report

or pay documents, use positions 3-13. Non-blank entries in these positions are compared to equivalent positions in each extract record, and those records that match are processed.

■ Reader File transaction for P9CNVT

The first Reader File record read by the P9CNVT program is known as the Machine Parameter record.



See Chapter 5: Working with CYBMST for more information on the Machine Parameter record.

Valid Transactions File (P05IN)

The Valid Transactions File (P05IN) is created by the P2EDIT program. This 118-character file contains transactions for sorting and processing by the P4CALC program.

The P5PRNT program may read the Valid Transactions File (P05IN) containing P6 transactions created by the P2EDIT program.

Recycle File (P05OUT)

The Recycle File (P05OUT) is created by the P5PRNT program. This file is processed as the Valid Transactions File (P05IN) by the P2EDIT program during the next payroll or maintenance run.

The batch payroll system uses the Recycle File to pass information from one run to the next. If a time entry has been entered for an employee whose frequency is not being paid, the P5PRNT program writes the time entry to the Recycle File. The P2EDIT program processes the time entry on its next execution.

The Recycle File may contain data not processed during previous payroll runs, such as time entries and adjustments for a pay frequency not being paid during the current payroll run, future-dated time entries, check Reconciliation Numbers temporarily held for processing, and transactions generated during previous payroll runs.

The Recycle File is used to update Multiple Master Records with the pay document numbers that the P5PRNT program assigns during the payroll run. This process occurs during the maintenance run step of the payroll run, when the system converts the Multiple Master Records to Payment History Records. The EA records written to the Recycle File contain the pay document number, Master Number, and other pertinent information.

The check reconciliation process also uses the Recycle File. ER records that represent uncleared checks are written to the Recycle File during the run before the reconciliation process.

A report generator may create transactions. Using a report generator to create transactions for the Recycle File is a convenient way to construct mass maintenance changes for updating the Sequential Master File. The report generator translates organization and employee information into a compatible Recycle File transaction format. Transactions written to the Recycle File by a report generator are formatted as shown in the chart below.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Because the Organization Number is present in every record, it is not necessary to write any BATCH transactions to the Recycle File.

The Recycle File is completely replaced during the payroll run. The replacement file may, however, include data that was present at the beginning of the run.

Always keep the Recycle File, even if it is empty. Read it into the next payroll run. Make sure that the P05OUT file created from any run type is accessed as P05IN by the next run.

Transaction Files (P05T80 and P05T81)

The Transaction Files (P05T80 and P05T81) are 80-character files that can be used as optional input/output files:

- P05T80 can be used as an optional P2EDIT input transaction file or as an optional P5PRNT output transaction file. It is conventionally used to access the time entry and adjustment transactions from the online system; in this case, it read in as FILE10 from the PAYXTR process.
- P05T81 is an optional P2EDIT input transaction file. It may contain tax specification records, report generators extracted from the CYBMST file, payment reconciliation information from the clearing bank, or data from another system.



See the P9CNVT discussion in the Programs section of this chapter for further information about the P05T80 and P05T81 files.

Extracted Report Records File (P40IN)

The Extracted Report Records File (P40IN) is created by the P4CALC program. After being sorted, it is read by the P5PRNT program.

The Extracted Report Records File (P40IN) contains 150-character records of extracted report data read by the P5PRNT program. The P4CALC program originally writes this file as P40OUT, which is sorted for input as P40IN to the P5PRNT program. On some platforms, the sort process is known as P45SORT.

During Step 3 of the payroll run, P5PRNT reads the Extracted Report Records File (P40IN), then writes a P40OUT version for input to Step 4 of the payroll run when P5PRNT is executed a second time to produce the Combined Register (2222) report.

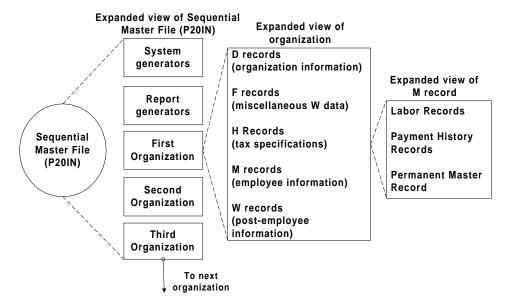
P40OUT

The P4CALC program originally writes the Extracted Report Records File (P40IN) as P40OUT. This file is then sorted for input as P40IN to the P5PRNT program.

During Step 3 of the payroll run, P5PRNT reads the Extracted Report Records File (P40IN), then writes a P40OUT version for input to Step 4 of the payroll run when P5PRNT is executed a second time to produce the Combined Register (2222) report.

Sequential Master File (P20IN)

The Sequential Master File (P20IN) is the current batch master file used as input to a batch payroll run. It contains report processing information, organization options and parameters, tax specification records and related information for each organization, and the payroll and human resource information for each employee, as shown in the following diagram:



It does not contains reconciliation records. The logical record length of the Sequential Master File (P20IN) is 256 bytes, the first four of which are a record counter, beginning with 1.

- The P4CALC program creates this file as P20OUT during each payroll run. Following each payroll run, it becomes the new (updated) Sequential Master File.
- The CBSVB program may create the Sequential Master File as FILE12 and may access it as FILE11 and FILE13.

The data in P20IN is organized into record groups. The chart above shows the hierarchy of employer and employee data. Each record group spans one or more logical records and comprises the record group length, the Organization Number, a record type identifier, and the data. All the record groups for each organization are grouped together.

The following data is contained in the Sequential Master File (P20IN).

System initialization generators

The first records on the Sequential Master File are Report Generator object components, starting with system or table generators. These generators are not reports. They are used by the P2EDIT and P4CALC programs to initialize working storage areas.

Operating report generators

Following the system generators are the available report generators.

Application data

Within each organization, the data is separated into five record types. Each record type is organized into logical units called record groups, which are composed of one or

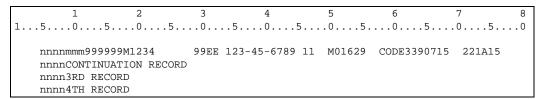
more 256-character logical records. Examples of such units are the complete Organization Header Record and the employee's Permanent Master Record.

The following table describes each of the record types:

Record type	Description
D (Organization Header Record)	High-level organization information, including legal name and address, earning and deduction parameters, and report request schedule.
F (W records)	W data (WLFD and WLGD). Maximum of three WL records in each P20IN F record.
H (Tax Specification Records)	Tax specification information. One record group for each tax authority, such as federal, FICA-OASDI, FICA-HI, state tax, and local tax
M (employee records)	Employee information. Three different types of employee record groups exist: Labor Records, Payment History Records, and Permanent Master Records.
W (post-employee records)	Post-employee W records with keys such as WLWB. These records are stored following all of the employee data in an organization.

Each record group begins with the same three pieces of information following the record number: group length (3 positions), Organization Number (6 positions), and Record Type (1 position). Those record groups that take up more than one physical file record have the length, organization, and data type in the first record in the group only.

The P4CALC program uses the group length to control the number of reads necessary for a complete group. The record layout below shows an example of a record group that requires more than one file record, where mmm = record length and nnnn = record number.



Note The Payroll Audit Trail (0101) report contains a Loaded/Not Loaded portion that shows a list of the generators currently on the Sequential Master File. The report generator records are followed by the application data, listed sequentially by organization.

H₂0IN

H20IN is an optional file accessed by the P4CALC program. The format of H20IN file records is identical to that of the P20IN file. You can use the H20IN file to merge P20IN files or to store report generators.

CYBMST

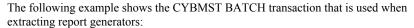
CYBMST is the Master Source Library File for the batch system. This 80-character file contains all of Cyborg's report generators and programs. Use the P9CNVT program to extract these programs from the CYBMST file.

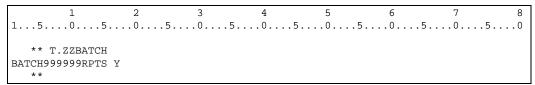
Although CYBMST is a sequential file, its records are logically arranged in members. Each member is defined by a header and trailer record. The following table describes the CYBMST header record layout:

Position	Description
1-3	spaces
4-5	**
6	space
7	Member type: T - non-source information, such as copyright and version information R - BATCH transaction C - COBOL source A - Assembler routines machine language source B - Burroughs Symbolic routines machine language source

Report Generator and COBOL source logic begin in position 4 of each record. Positions 1 through 3 are program codes that the P9CNVT program uses in conjunction with positions 26 through 28 of the Machine Parameter transaction. Comments in the program P9CNVT specify sample machine and program parameter values for each program on every platform.

The following example shows the CYBMST member record for Payroll Update Bulletins:





The following example shows the CYBMST report generator sort, SRT01, and part of system generator, RPT0A:

```
1 2 3 4 5 6 7 8
1...5...0...5...0...5...0...5...0...5...0...5...0

** R.SRT01
S101000 1116 2Y
S701010SFC0;LIT05

**

** R.RPT0A
R00A000 2 PERMANENT CONSTANTS 01 2
R70A010S02;ZC;SNC;LIT046500;CFC;S02;CTR;253;FLD001;A1C;BCL;BD3;255;BOP
R70A020BU3;253;LIT09999999999;CFC;CTR;FLD001;*GLIT02;*GFLD001
R70A025LIT010;CFC 1H
```

The following examples shows a small section of the CYBMST member, C.P0PRGM, which contains the main payroll operating programs. Note the program selection code in the first three positions. The B in position 3 indicates batch only; a 'Z' restricts line 18 to the O4CALC program only.

```
1 2 3 4 5 6 7 8
1...5...0...5...0...5...0...5...0...5...0...5...0

** C.POPRGM
000014 IDENTIFICATION DIVISION.
000015 PROGRAM-ID.
4 B000017 P4CALC.
4 Z000018 O4CALC.
2 B000020 P2EDIT.
000040 ENVIRONMENT DIVISION.
**
```

Extracting payroll information (PAYXTR)

To perform a payroll run, you must first extract the online Sequential Master File (P20IN), which is updated during the pay calculation process. The new Sequential Master File is then used to update the online system.

Note

It is strongly recommended that you back up all payroll data files. Backups provide absolute safety and ease of recovery from any hardware failure, software failure, or outside disaster. At a minimum, you should back up the System Control Repository, Employee Database, P20IN, P05IN, P05T80, and P05T81.

The Pay Extract (PAYXTR) process extracts a copy of information from the online Employee Database (FILE02) and creates a new copy of the Sequential Master File (P20IN) from the extracted information. The PAYXTR process also produces a diagnostic report on FILE03. Always verify this report to be sure that the process completes successfully. Compare the FILE12 record count to the RECORDS READ count on the Payroll Audit Trail. These must always match.

You have two options when executing PAYXTR:

Extracting all organizations

If you are extracting all organizations, the PAYXTR function accesses the most recent Sequential Master File (P20IN) as FILE11. The report generators from this file are copied to the Sequential Master File and outputted as FILE12. PAYXTR then copies the application data from the Employee Database. Payment History and Labor Records that are not on the Employee Database are copied from FILE11 to the Sequential Master File and outputted as FILE12. PAYXTR also creates a FILE10 containing batches of time entries and adjustment input entered online for the extracted organizations.

If you have performed any online pay calculations before the PAYXTR process and you have updated the employee records with the results of the calculation, the Sequential Master File (P20IN) will now contain Labor Records and Multiple Master Records for each payment calculated and retained. These records appear in the payroll process as manual payments in the Combined Register (2222) report.

Extracting selected organizations

If you are extracting selected organizations, the PAYXTR accesses only the Organization Numbers entered on the Selected Company Payroll Run Schedule form. PAYXTR accesses the Sequential Master File (P20IN) as FILE11. Following the payroll run, the PAYMRG function accesses FILE11 as FILE13. PAYXTR also creates a FILE10 containing batches of time entries and adjustment input entered online for the extracted organizations.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

Calculating pay

Once you have established the Sequential Master File (P20IN), you can run a payroll run. The payroll run comprises five steps, which are discussed in this section.

1: P2EDIT edits incoming transactions

P2EDIT performs the following steps:

■ P2EDIT gathers transactions from the Reader File (P05RDR), Sequential Master File (P20IN), Recycle File (P05IN), and Transaction Files (P05T80 and P05T81). All employee transactions will be denoted by the Employee Number in positions 3 through 12. The system treats all other transactions as organization transactions.

Note If you process the P05IN, P05T80, and P05T81 files and create empty files after reading them, you do not have to alter the P05RDR file BATCH transaction.

- The Valid Transactions File (P05OUT) is sorted for input into P4CALC. On some platform, the sort utility is known as P10SORT. If you are using the Payment Reconciliation feature, you must execute the P2EDIT program again. This step reads the sorted valid transactions and matches outstanding and cleared payment data, creating clearing transactions for the P4CALC program.
- The Transaction Load report is created for payment reconciliation, if the Payment Reconciliation feature is used.

2. P4CALC updates and calculates pay information

P4CALC performs the following steps:

- P4CALC creates a new Sequential Master File (P20OUT). This file contains new Labor Records, adjustment and payment Multiple Master Records, and the updated employee Permanent Master Records.
- Updates and to-date adjustments are applied.
- Pay calculation is performed.
- Information is extracted for reporting. The Extracted Report Records File (P40OUT) is sorted. On some platforms, this is known as P45SORT.

3. P2EDIT edits supplied pay document numbers and P5PRNT produces pay documents, reports, and files

P2EDIT performs the following steps:

■ The P2EDIT program reads the Reconciliation Numbers. For this step, you must enter pay document numbers, or Reconciliation Numbers, for both checks and deposit advices. Reconciliation Numbers are entered with P6 transactions, which are read by the P5PRNT program as Recycle File (P05IN).

Position	Description
1-2	P6 literal
3	Forms code: U - checks V - deposit advices
4-11	Lowest Reconciliation Number (beginning form number)
12-19	Highest Reconciliation Number (ending form number)
	Usually 99999999, which assigns Reconciliation Numbers in sequence until the end of the job
20	Print option: P - print live forms X - print line-ups
21-31	Bank Code and Routing Number (if entered on the Company Options form, it must also be entered here)

The P6 transaction layout is shown in the following table.

- P5PRNT writes a new Extracted Report Records File (P40OUT1). This file is sorted and used as output to the Combined Register (2222) report. On some platforms, this sort process is known as P45SORT.
- The P5PRNT program reads the sorted Extracted Report Records File (P40OUT) and the Recycle File (P05IN) containing the P6 transactions.
- P5PRNT produces all selected reports, the pay documents, the data files, and the new Recycle File.

4. Combined Register (2222) report is created (P5PRNT)

P5PRNT performs the following steps:

■ The P5PRNT program is executed a second time. It accesses the Extracted Report Records File, created during Step 3, and produces the Combined Register (2222) report.

5. Maintenance run is performed (P2EDIT, P4CALC, and P5PRNT)

The new Sequential Master File, payroll reports, and pay documents have been created, as well as a direct deposit file, if required. To complete the payroll process, payment and adjustment Multiple Master Records are converted to current History Records. These remaining tasks are performed:

- The P2EDIT program accesses the Recycle File (P05OUT) created during Step 3. This file contains payment number information (EA records) from the current pay calculation. Normally, this is the only transaction file processed by this step.
- The P4CALC program reads the sorted Valid Transactions File (P05OUT) created during Step 1 and the Sequential Master File (P20OUT) created by the first P4CALC execution in Step 2.
- The Valid Transactions File (P05OUT) is sorted. On some platforms, the sort utility is know as P10SORT.

- All Multiple Master Records are converted to Payment History Records. Labor Records reflect the basic unit of labor costing. They are created at the rate of at least one for each time entry, automatically paid earning, or earning adjustment. If an employee has more than one occurrence of location or charge-to information, the system may create more than one Labor Record for each time entry. (It is possible to create 98 Labor Records from a single time entry.)
- The P4CALC program creates Payment History Records for each adjustment or payment that it processes or creates. These records include no to-date information; in other words, only current activity is shown. Only the earning, deduction, or tax authority records affected by the payment or adjustment are included in the Payment History Record.
- P

Refer to the Chapter 3: Employee Maintenance in the Payroll Employee Setup manual for more information about the Payroll Home Location/Pay Allocations.

 P4CALC then matches the payment number transactions with the Payment History and Labor Records created during Step 2. This process creates a new Sequential Master File.

Note Because P4CALC is processing the entire Sequential Master File during this step, it is possible to perform additional reporting as well.

- The Extracted Reports Records File (P40OUT) is sorted. On some platforms, the sort is known as P45SORT.
- The P5PRNT program processes the new P40IN file, producing, at a minimum: Payroll Audit Trail (0101) report as PRINT1 and the new Recycle File (P05OUT) to be read by the P2EDIT program during the next payroll run

Merging payroll information (PAYMRG)

When the payroll run is complete, you must bring the updated information on the Sequential Master File into the online environment. This is accomplished on most platforms by executing the PAYMRG function. There are two methods used to run PAYMRG.

- If you extracted all organizations during the PAYXTR process, you now process PAYMRG to recreate the Employee Database using the FILE04 parameter 1 7 1.
- If you extracted selected organizations during the PAYXTR process, process PAYMRG as an update to the Employee Database using the FILE04 parameter 2 2 2 or 2 2 1. This method also merges the final Sequential Master File from the payroll run with the complete Sequential Master File that served as FILE11 in the PAYXTR process. Thus, the Sequential Master File will always match the Employee Database. The output Sequential Master File from the partial PAYMRG execution contains all processed organizations, and it becomes the input Sequential Master File to the next PAYXTR

Below is a sample from a PAYMRG diagnostic report showing PAYMRG running successfully.

```
CSSS <UTIL( (999999(PAYMRG( ( (1 7 1 ))16:29:57 04-22 XXXX FILE11 RECORD COUNT - 2,911 FILE12 RECORD COUNT - FILE13 RECORD COUNT -
```

The FILE11 record count must match the Records Written count on the Payroll Audit Trail from the prior execution of P4CALC. This is normally the maintenance run following the pay run. These counts must always match.

The following report sample shows that PAYMRG encountered an error and stopped processing.

```
CSSS <UTIL( (999999(PAYMRG( ( (1 7 1 ))15:56:23 05-06 XXXX ***REJECT***

PP085R: FILE11 INVALID - CREATED DURING A PAY RUN

SC216R: ERROR ENCOUNTERED - RUN CANCELLED

FILE11 RECORD COUNT - 863

FILE12 RECORD COUNT -

FILE13 RECORD COUNT -
```

Adding new organizations

When you add a new organization, you must validate it before you can process any transactions through the P2EDIT program (such as the Online Pay Calculation).

The P2EDIT program verifies the new Organization Number on each BATCH transaction against the Organization Numbers stored in the Organization Validation Table (RPT20; system generator R.RPT20). If an Organization Number is invalid, P2EDIT rejects all following transactions until it finds a BATCH transaction containing a valid Organization Number.

Add the new Organization Number to the Organization Validation Table by updating the Sequential Master File (P20IN). This is done with an override transaction. Make these overrides permanent, and include them when you re-extract R.RPT20. The following table describe the positions of the override format:

Position	Description
1-3	blank
4-7	R720 (constant)
8-10	Sequence number (any number in the range 200 - 500)
11-16	LIT09U (constant)
17	blank
18	Country code from Company Options form: USA - blank Canada - 1 UK - 2
19-24	Organization Number
25-80	Unused

The following example shows an override used to add the NEWORG Organization, where nnn is a sequence number between 200 and 500 and x is a country identifier.

1 2 3 4 5 6 7 8
1234567890123456789012345678901234567890123456789012345678901234567890

TEST MI54PEc AS400.

** T.ZZBATCH
999999

** R.RPT20
R720nnnLIT09U xNEWORG
999999

The FILE1 extracted in this procedure is submitted to the next payroll or maintenance run as P05T80 or P05T81, depending on your setup. The new RPT20 working storage area will be available for use on subsequent system runs. Transactions for this organization cannot be included in the same run that updates RPT20 with the new organization.

Note Be careful when adding entries to system generator R.RPT20. The entire table must fit into the RPT20 area in the P2EDIT and O4CALC programs. The RPT20 area is delivered with 33 entries, and it can hold a maximum of 50 entries.

Deleting organizations

To remove all of the information for a organization from the Sequential Master File (P20IN), type an AA transaction with DELETE in the Control 1 Name field. This transaction removes all organization, tax, employee, and miscellaneous information.

This action leaves the Organization Number in the RPT20 area. To prevent this value from being used again, remove the Organization Number from the RPT20 overrides. Then re-extract RPT20 and load it on your next run.

Here is an override example to delete an organization, where xx = Control 1, yyyy = Control 2, and ZZZZ = batch name.

1 2 3 4 5 6 7 8 12345678901234567890123456789012345678901234567890123456789012345678901234567890 BATCHxxyyyyZZZZ Y AADELETE



Refer to Chapter 3: Establishing an Organization in the Payroll Organization Setup manual for more information about deleting an organization.

NOTES

3

The BATCH Transaction

Introduction

This chapter introduces the BATCH transaction, which is used exclusively during the payroll run process to identify the organization to which subsequent transactions are to be applied. You can use this transaction to balance employee time entry, earning, deduction, and adjustment transactions. You can also use this transaction to apply organization, miscellaneous, and tax specification record transactions to all organizations on the Sequential Master File (P20IN).

Prerequisites

Before you can perform the tasks in this chapter, the following prerequisites must be established.

- The Solution Series/ST must be installed
- Organization-level information is established
- Familiar with the concepts covered in the Payroll Organization Setup manual

Terms you should understand

Employee Number An alphanumeric value of up to 10 characters that you define

to be used to identify an individual as an employee. It acts as

a key to retrieve an employee's record.

payroll home location The location where the employee is normally assigned to

work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your

specific requirements.

Key Concepts

You should understand the following concepts before completing the tasks in this chapter:

Concept	Page
How the BATCH Transaction Works	3:3
BATCH transaction layout	3:3
BATCH transaction fields	
Optional balancing feature	3:8

How the BATCH Transaction Works

The first record read by Transaction Editor Program (P2EDIT), from the Reader File (P05RDR) is considered a BATCH transaction. The BATCH transaction controls the accessing of alternate input files and other batch processing functions.

The BATCH transaction precedes each batch of transactions submitted to the system during a payroll or maintenance run. This transaction identifies the organization to which accompanying transactions belong. Updates can be made during the run to organization, employee, and tax specification records, or to report generator programs.

Transactions are grouped in batches. You may include as many transactions in a batch as you wish, with these restrictions:

- Each batch must be segregated by organization. You must place a new BATCH transaction identifying the new company before each batch of transactions for a company.
- You cannot combine employee transactions with organization or tax transactions in the same batch. A batch may contain employee information only, or organization and/or tax information only.

BATCH transaction layout

The following example shows BATCH transaction layout and fields:

1	2	3	4	5	6	7	8
1505	55	05	05	05	05	55	0
aaaaabbbbbbbcccc	defghhijkk	kklllllllm	mmmmmnnnn	noooooppp	pppqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq	rrrrrrrsss	sssss

Layout ID	Field Name	Required field?	Positions	Number of positions
a	BATCH (literal string)	Yes	1-5	5
b	Organization Number	Yes	6-11	6
c	Batch Number	Yes	12-15	4
d	Validate Only	No	16	1
e	Modify Controls	Yes	17	1
f	Recycle File Input	*	18	1
g	Alternate Input Files	*	19	1
h	Version Number	*	20-21	2
i	Recon Run	*	22	1
j	space	No	23	1
k	Card count	No	24-27	4
1	Regular hours	No	28-34	7
m	Overtime hours	No	35-40	6
n	Hours One	No	41-46	6
0	Hours Two	No	47-52	6

No

No

No

No

The following chart describes each of the fields:

BATCH transaction fields

p

q

r

Detailed descriptions of each field in the BATCH transaction are provided in this section.

BATCH (positions 1-5)

Type the literal string, BATCH, in this field.

Hours Three

Hours Four

Regular rate/amount

Overtime rate/amount

Organization Number (positions 6-11)

Type the Organization Number to which the following batch of transactions belongs.

Type 999999 in this field when the following conditions apply:

- you want to apply each of the transactions to every organization (for example, tax specification records or W transactions)
- you want to add or replace report generator programs
- you are submitting payment (check) reconciliation (ER) transactions or P6 transactions

53-58

59-64

65-72

73-80

6

6

8

8

These fields are only used on the BATCH transaction.

Note

You must establish an organization as valid in the Company Validation Table (RPT20) before submitting transactions for it.

Batch Number (positions 12-15)

Except for three predefined values, this field is defined by you to specify the person, terminal, or station responsible for preparing or submitting the batch of transactions, or the department or other identification that the transactions represent. For example, you could enter the department number for which time-entry transactions are being submitted.

The three predefined values are important components of the BATCH transaction. When these values are used, their transactions are referred to as the BATCH STOP, BATCH SUM, and BATCH TAX transactions:

STOP

The STOP value designates the end of a particular batch. No further transaction processing occurs in this batch, processing continues to the next batch.

SUM

The SUM value produces a batch summary page with a total of all batches since the previous SUM entry. If only one SUM entry is entered at the end of the batch (that is, it is the last transaction), a grand total of all batches is produced.

■ TAX

The TAX value updates taxes and other organization-level records. It causes the P2EDIT program to write out each transaction once for each organization on the Sequential Master File, as defined in the Organization Validation Table (RPT20). This Batch Number may be used only with Organization 999999, and it must be followed by organization transactions only. Transactions submitted with a BATCH TAX transaction do not appear on the Payroll Audit Trail (0101) report. Test organizations are not included in this process.

If you are updating tax specification records for a single organization, use a BATCH transaction with the Organization Number and any value other than TAX in the Batch Number field.

It is possible to update selected organizations with a BATCH transaction. You can group organizations by applying a code to their RPT20 entries and adding that code to the fourth position of the Batch Number field, after the value TAX. To use this feature, you must modify the Organization Validation Table (RPT20). Do not use a value of 1 or 2 for this purpose.

Validate Only (position 16)

This field allows you to validate transactions without updating the Sequential Master File. You can use the following values:

- blank Apply transactions in this batch to the Sequential Master File.
- Y Validate this batch of transactions, but do not write them to the output Valid Transactions File

Reference: US-OS-PR-05

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

Modify Controls (position 17)

An entry in this field specifies whether the batch contains employee information only, or organization and/or tax information. You can use the following values:

- blank contains employee data
- Y contains non-employee data

The Payroll Run Process Control (AE) transaction may be included in either an employee or organization batch.

Recycle File Input (position 18) Alternate Input Files (position 19) Version Number (position 21-21) Recon Run (position 22)

These fields are components of the BATCH transaction. They are used for several payroll processing procedures.

space (position 23)

This field is reserved for future use, so you must leave it blank.

The remaining fields in the BATCH transaction are optional. They are used to balance the field contents of the transactions in a batch. Several of these fields have more than one purpose. You may enter figures which are used to total fields on time-entry, adjustment, and on employee earning or deduction (H) transactions. This feature requires you to separate these different types of transactions into individual batches.

An out-of-balance message is printed on the Transaction Load report if any of the figures entered do not match the ones accumulated by the payroll run process.

Card Count (positions 24-27)

Enter the total number of transactions in this batch. This number must include the BATCH transaction, but not the optional BATCH STOP transaction.

Regular Hours (positions 28-34)

For Time Entry Format 1 and Format 2 transactions, enter the total number of hours in this field from the

For employee earning (H) transactions, enter the total of the Amount/Pct field on the Employee Earnings and Deductions form.

Overtime Hours (positions 35-40)

For Time Entry Format 1 transactions, enter the total number of hours in the Overtime Hrs field.

For Time Entry Format 2 transactions, enter the total number of hours in the OT Hrs field.

For employee earning (H) transactions, enter the total of the Amount/Pct field on the Employee Earnings and Deductions form.

Hours 1 (position 41-46)

For Time Entry Format 2 transactions, enter the total number of hours in the Hrs 1 field.

For employee earning (H) transactions, enter the total of the Amount One field on the Employee Earnings and Deductions form.

Hours 2 (position 47-52)

For Time Entry Format 2 transactions, enter the total number of hours in the Hrs 2 (62-HOURS-2) field. For employee earning (H) transactions, enter the total of the Amount Two (AMOUNT-TWO) field.

Hours 3 (position 53-58)

For Time Entry Format 2 transactions, enter the total number of hours in the Hrs 3 field.

For employee deduction (H) transactions, enter the total of the Amount/Pct field on the Employee Earnings and Deductions form.

Hours 4 (positions 59-64)

For Time Entry Format 2 transactions, enter the total number of hours in the Hrs 4 field.

For employee deduction (H) transactions, enter the total of the One-time Amt field on the Employee Earnings and Deductions form.

Regular Rate/Amount

This field may be used to enter the total for any of the following three fields:

- For all Time Entry Format 1 transactions, enter the Regular Rt/Amt.
- For all Time Entry Format 2 transactions, enter the Amount.
- For all employee deduction (H) transactions, enter the Amount One value from the Employee Earnings and Deductions form.

Overtime Rate/Amount

These fields may be used to enter the total for any of the following three fields:

- For all Time Entry Format 1 transactions, Overtime Rt/Amt (12-OT-RATE)
- For all Time Entry Format 2 transactions, Amount (62-AMOUNT)
- For all employee deduction (H) transactions, Net Pay (KC-NET-PAY)

Reference: US-OS-PR-05

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

Optional balancing feature

BATCH transactions may also be used to provide totals for the contents of the transactions in each batch, by placing the expected totals in the defined fields in the BATCH transaction.

The system accumulates the corresponding amounts from the transactions following the BATCH transaction until it encounters the next BATCH transaction. Then it compares the accumulated totals to the totals you entered. The Transaction Load report prints the totals accumulated by the system, your totals, and any differences.

The batch balancing feature writes the transactions it processes to the output Valid Transactions File even when the batch is found to be out-of-balance.



Refer to the Payroll Reports and Balancing manual for more information about the Transaction Load report.

4

Special processing runs

Introduction

This chapter the procedures and maintenance tasks that can be accomplished with special processing runs.

Prerequisites

Before you can perform the tasks in this chapter, the following prerequisites must be established.

- *The Solution Series/ST* must be installed
- Organization-level information is established
- Familiar with the concepts covered in the Payroll Organization Setup manual

Terms you should understand

Employee Number An alphanumeric value of up to 10 characters that you define

to be used to identify an individual as an employee. It acts as

a key to retrieve an employee's record.

History Master File

payroll home location The location where the employee is normally assigned to

work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your

specific requirements.

Key Concepts

You should understand the following concepts before completing the tasks in this chapter:

Concept	Page
Purging History and Labor Records	4:3
Merging history files with the current Sequential Master File	4:6
Sequential Master File merges	4:6
Report generators on a separate file	4:8
Payroll run using an H20IN file with report generators	4:10
Maintaining a report generator master file	
Payment reconciliation	4:11
Payroll restart and recovery	4:12
Post-payroll procedures	4:17
Reprinting pay documents	4:17

Purging History and Labor Records

With each payroll run, Payment History and Labor Records accumulate and increase the Sequential Master File (P20IN) size. Because a large file results in longer processing, you should periodically purge accumulated Payment History and Labor Records from the Sequential Master File and archive them. You can then merge this storage file with other history files.

There are two methods available for purging Payment History and Labor records:

Use the Retain History field (option list PP26) on the Company Options form.

This option list indicates whether Payment History and Labor records are retained during each payroll run. The length of time that Payment History and Labor Records are retained is determined by typing values in the Months Retained fields on the second part of the Company Options form.



Refer to Chapter 3: Establishing an Organization in the Payroll Organization Setup manual for more information about this method

Use the batch payroll process.

This method requires a special execution of the P4CALC program with a specific H2 transaction. You must identify a date parameter for the purging. You can also archive records with this method. Always execute PAYXTR for all organizations before the archiving and purging process. Finish the process with a PAYMRG 1 7 1.

To perform a history purge, complete the following the steps:

Step 1. Archive the history records

Set up the Reader File (P05RDR) with a specific H2 transaction as shown in the following record layout.

Position	Description
1-2	H2 (literal string)
3-5	OLD (literal string)
6-11	Date in YYMMDD format
	This is the cutoff date. Any Payment History or Labor Record created on or before this date will be written to the output archive file. This date is compared to the Change Date (run date) on the Payment History and Labor Records.
12	Blank - Archive or purge cleared History & Labor records.
	R - Archive or purge cleared and uncleared History & Labor records.
	H - Archive or purge only cleared History records, but not Labor records.
	I - Archive or purge cleared and uncleared History records only but not Labor records.
	L - Archive or purge only Labor records but not History records.
13-16	blank
17	T - Do not process P05IN; there are no input transactions.

Note

When the H, I, or L options are used, a subsequent merger of the archive files will not restore the original order.

If you have report generator or CSL programs which access the History records and then use the Labor records associated with the History records then use of these options is not recommended.

Execute the P4CALC program with the following files:

- P05RDR H2 record
- P20IN Sequential Master File

P4CALC writes the output Sequential Master File (P20OUT) for Payment History and Labor Records. The P20OUT file contains all report generators, organization records, and Payment History and Labor Records created on or before the cutoff date in the H2 transaction. You can save this file for merging with other history files. History and labor reporting can use this file, but it contains no Permanent Master Records or human resource data.

Step 2. Purge the Payment History and Labor Records

Set up the Reader File (P05RDR) with a specific H2 transaction. Use the layout described in the chart below.

Position	Description
3-5	NEW (literal string)
6-11	Cutoff date in YYMMDD format
	This is the cutoff date from the H2 record in the previous step. Any Payment History or Labor Record created after this date will be written to the output Sequential Master File (P20OUT).
12	Blank - Archive or purge cleared History & Labor records.
	R - Archive or purge cleared and uncleared History & Labor records.
	H - Archive or purge only cleared History records, but not Labor records.
	I - Archive or purge cleared and uncleared History records only but not Labor records.
	L - Archive or purge only Labor records but not History records.
17	Blank - drop Payment History and Labor Records on a normal run
	T - purge Payment History and Labor Records on a special run

Note

When the H, I, or L options are used, a subsequent merger of the archive files will not restore the original order.

If you have report generator or CSL programs which access the History records and then use the Labor records associated with the History records then use of these options is not recommended.

Use the current Sequential Master File as the P20IN file. This is the same file used as input in Step 1. The P4CALC program writes a P20OUT file as the new Sequential Master File. This file contains all Payment History and Labor Records created after the cutoff date, plus the normal master file data. It excludes Payment History and Labor Records created on or before the date in the H2 transaction. This file is the new Sequential Master File, which the PAYMRG function will access as FILE11.

Step 3. Merge the History Master Files

To archive files, execute the P4CALC program with a specially-prepared H2 transaction. Follow the steps below to merge two history files.

Create an H2 transaction with the following data:

Position	Description
14	M - Merge option
17	T - There are no input transactions

Execute the P4CALC program with the following files:

- P20IN current History Master File
- H20IN previous History Master File
- P20OUT merged History Master File

The output merged History Master File contains report generators from the current history master file. The current History Master Records follow the previous History Master Records for each employee on the output file.

Merging history files with the current Sequential Master File

You may need to merge a History Master File with a production Sequential Master File, such as if you purged history previously and need to put it back on the current Sequential Master File. To do this, use a specially-prepared H2 transaction.

Create an H2 transaction with the following data:

Position	Description	
14	M - Merge option	
17	T - There are no input transactions	

Execute the P4CALC program with the following files:

- P20IN current Sequential Master File
- H20IN previous History Master File
- P20OUT merged file that includes both the current production data and the restored History Records

You must perform a maintenance run before processing PAYMRG to correctly order the restored History Records. Failure to do this results in a failed PAYMRG with a key sequence error.

Note

As you perform multiple history cutoffs, you may want to merge all Payment History files and maintain them in one archive.

Sequential Master File merges

You may sometimes want to replace an organization on the Sequential Master File, such as when a rerun is required only for one organization in a multiple-organization environment. To rerun only one organization, you must replace the current Sequential Master File data for that organization with the previous Sequential Master File, without changing the remaining organizations on that file.

To accomplish such a file version change, merge the previous Sequential Master File with the current Sequential Master File. This procedure is outlined in the following steps.

1. Prepare a BATCH transaction for each organization to be restored to its previous version. This transaction layout is shown in the following table:

Position	Description	
1-5	BATCH (literal string)	
6-11	Organization Number	
	Enter the Organization Number of the organization to be restored.	
12-15	Batch Number	
16-80	blank	

- Prepare a Payroll Run Process Control form for each organization to be restored to its previous version. Place the file version number of the previous Sequential Master File in the Version Number field. Leave all other fields on the form blank.
- 3. Prepare an H2 transaction with an S in position 14.
- 4. Run the BATCH and Payroll Run Process Control (AE) transactions through the P2EDIT program.
- 5. Execute the P10SORT utility.
- 6. Execute the P4CALC program with the following files:
 - P05RDR H2 record with S in position 14
 - P05IN input transactions
 - P20IN current Sequential Master File
 - H20IN previous Sequential Master File
 - P20OUT revised Sequential Master File
- 7. Execute the P5PRNT program.
- 8. Verify that the Payroll Audit Trail (0101) report is free of any error messages.

The output Sequential Master File contains the data from the previous Sequential Master File for the organizations with Payroll Run Process Control (AE) transactions. You can rerun only specified organizations using this revised Sequential Master File as input. All other organizations contain data from the current Sequential Master File.

- 9. Use a utility program or write a program to create a new Recycle File (P05IN) that contains the following:
 - data for the organizations that are being rerun from the previous Recycle File
 - data for the other organizations from the current Recycle File

The Organization Numbers are found in the first six positions of the Recycle File.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

Report generators on a separate file

The Payroll Solution offers the option of maintaining report generators on a separate master file. If you choose this option, the Sequential Master File will contain only organization and employee records, report generators 0A - 29, SRT5G, and 5H5Z, and any method code generators. These records and generators are needed for the Online Pay Calculation feature. Using this option simplifies the maintenance of report generators if you process a large number of organizations involving several separate Sequential Master Files.

To create a master file containing only report generators, complete the following steps:

Step 1. Create the separate master file

Create the master file with report generators and tax specification records, but do not include organization or employee data.

- 1. Execute P2EDIT with the following input files, in order:
 - Reader File (P05RDR) Include a BATCH999999 record with a BATCH number, a Y in position 17, and a B in position 19
 - Transaction File (P05T80) Include Formats 17 29, extracted from CYBMST. Do not precede this with a BATCH record.
 - Transaction File (P05T81) Include a BATCH999999 record with a BATCH number and a Y in position 17; all required report generators, including sort 01 and formats 0A, 0G, 0O, 0P, and 17 29.
- 2. Execute the P10SORT utility.
- 3. Execute the P4CALC program. Use an H2 transaction with an I in position 18. Do not bring in the Sequential Master File (P20IN).
- 4. Execute the P45SORT utility.
- 5. Execute the P5PRNT program.
- 6. Execute the P5PRNT program. Use a 1 in position 3 of the P5 transaction to print all reports assigned to PRINT1.

The system creates a master file containing only the report generators.

Step 2. Create a one-record Sequential Master File

Execute the P4CALC program, using an H2 transaction with a T in position 17 and an I in position 18. P4CALC creates a one-record Sequential Master File.

Step 3. Add data to the one-record Sequential Master File

Run the PAYXTR ALL function. This process reads the one-record Sequential Master File as FILE11. PAYXTR creates a FILE12 Sequential Master File with no report generators.

Step 4. Extract table and other generators from CYBMST

Execute the P9CNVT program with the following P05RDR input. P9CNVT extracts the report generators from CYBMST.

```
8
1...5...0...5...0...5...0...5...0...5...0...5...0
  ** T.ZZBATCH
  999999
   ** R.RPT0A
  999999
   ** R.RPTOG
  999999
  ** R.RPT00
  999999
  ** R.RPTOP
  999999
   ** R.RPT17
   999999
   ** R.RPT18
  999999
   ** R.RPT19
  999999
   ** R.RPT20
  999999
  ** R.RPT21
  999999
   ** R.RPT22
   999999
   ** R.RPT23
  999999
   ** R.RPT24
  999999
  ** R.RPT25
  999999
  ** R.RPT26
  999999
   ** R.RPT27
  999999
   ** R.RPT28
  999999
  ** R.RPT29
  999999
  ** R.SRT5G
  999999
            (any Cyborg method code generators)
  999999
   ** R.SRT5H
  999999
   ** R.RPT5Z
  999999
```

Step 5. Add table generators to the Sequential Master File

The table generators will be used later by the O4CALC program.

- 1. Execute the P2EDIT program with the following input:
 - The report generator master file as P20IN (the output from the P4CALC program in Step 1)
 - A BATCH transaction with a Batch Number and a Y in position 17
 - The extract file from Step 4 as P05T80
 - Any method code generators as P05T81
 - The Reader File (P05RDR) with necessary transactions to set up employees for this organization
- 2. Execute the P10SORT utility.
- 3. Execute the P4CALC program with the following input:
 - An H2 transaction with an F in position 14
 - The one-record Sequential Master File created in Step 2 as P20IN
 - The report generator master file as H20IN
- 4. Execute the P45SORT utility.
- 5. Execute the P5PRNT program. Use a P5 record with a 1 in position 3.

You have added the report generators required by the O4CALC program to the Sequential Master File.

Payroll run using an H20IN file with report generators

To process a payroll with report generators on the H20IN file requires special input. For this type of payroll run, you would use the following input:

- Sequential Master File (P20IN) when executing the P4CALC program
- Report generator master file as input file P20IN when executing the P2EDIT program and as input file H20IN when executing the P4CALC program
- For a normal system run, an H2 transaction with either an F or a B in position 14



See Chapter 2: Overview of the Batch Payroll System for more information on these options on the H2 record in the P05RDR file.

Maintaining a report generator master file

To update or add report generators to your system, you would use the following input. The Sequential Master File containing application data is not involved in this process.

- Report generator master file as P20IN
- A blank in position 14 of the H2 transaction

Note

Do not add or update report generators during a regular payroll run. Doing this would add the generators to the P20IN file instead of the H20IN file.

Payment reconciliation

The Payment Reconciliation feature requires an extra run of the P2EDIT program and the P10SORT utility. During the previous payroll run, the Outstanding Payment Records (2C2C) report creates records for each uncleared payment. These records are read into the reconciliation process from the Recycle File (P05IN). The Transaction File (P05T80 or P05T81) contains a record for each payment cleared by the bank.

Perform the reconciliation as shown in the following steps:

Step 1. Prepare input for the first P2EDIT execution

This can be performed during Step 5, the maintenance run, of the payroll process.

- 1. Run the Outstanding Payment Records (2C2C) report. The Recycle File (P05IN) contains one ER record for each uncleared check payment.
- 2. On a stand-alone PAYXTR/Reconciliation/PAYMRG run, or as part of the next payroll cycle, read in the ER clearing transactions from the bank. Each payment cleared by the bank has an ER record. Alternately, your bank may be able to supply a magnetic tape containing an ER record for each payment processed. ER records are always loaded behind a BATCH999999 record.
- 3. Prepare a BATCH transaction for the Reader File (P05RDR). Place a Y in position 18 to tell the program to process the Recycle File (P05IN). Position 19 must contain the code appropriate to the processing of the Transaction File (P05T80 or P05T81), whichever contains the bank clearing transactions. The following table below shows the ER record layout for payment reconciliation:

Position	Description
1-2	ER - Transaction code
3-4	Bank Code
5-12	Recon Number
13-21	Payment amount (net pay)
22	Recon Clear code (optional)
	3 or space - cleared this run (default)
25-33	Routing Number

- Process all other payroll transactions along with the ER records. For example, if you are executing a payroll run, such other transactions could include time entries and adjustments.
- Verify that the Recycle File (P05IN) contains all uncleared Payment History Records.

Step 2. Execute the P2EDIT program

This is the first execution of the P2EDIT program.

Step 3. Execute the P10SORT utility

This action compares the ER transactions from the Outstanding Payment Records (2C2C) report with the ER transactions from the bank. Each matched pair of transactions is cleared.

Step 4. Execute the P2EDIT program again

This time P2EDIT requires the following input:

- BATCH transaction for the Reader File (P05RDR)
- Sorted Valid Transactions File (P05IN)

The sorted Valid Transaction File (P05IN) is the output file from the P10SORT utility. It contains ER records with corresponding uncleared payment records from the Recycle File (P05IN), for payment reconciliation. This file may contain other transactions as well.

If errors are found, the following error messages will be printed on the Transaction Load report: 'PAYMENT AMOUNTS DIFFER' (the Payment History net pay does not match the ER record amount) and 'PAYMENT NBR NOT OUTSTANDING' (there is no matching Recon Number (no check) for the ER transaction).



Refer to Chapter 3: The BATCH transaction for more information about the BATCH transaction used for P2EDIT.

The remaining payroll process steps execute normally. Select the Pay Reconciliation (1C1C) report to print it. The payments that match an ER record in the P2EDIT execution will have the RECON CLEAR CODE set to 3 (cleared this run) in their Payment History and Labor Records.

If you are performing payment reconciliation as a separate run, you must precede it with the PAYXTR process and follow it with the PAYMRG process.

Payroll restart and recovery

You may sometimes find it necessary to rerun all or part of the batch payroll process, such as when an erroneous payment date is entered, when a system or hardware failure occurs, or when checks need to be reprinted or check numbers reassigned.

Many variables, including platform type, pay run times, and backup run times, will determine your strategy. Your file-naming conventions, as well as the availability and use of true temporary data sets, will also affect restart procedures.

The most obvious backup and restore strategy is to back up the complete Cyborg environment, including the System Control Repository and the Employee Database, just before you begin the batch processes. In this case, the rerun comprises a general restore, followed by the rerunning of the batch process.

Preliminary steps

Before beginning the pay process, execute the PAYXTR function with the following files.

■ System Control Repository (FILE01)

The PAYXTR function sets the security to inquiry-mode. If necessary, you can use the CYBRST program to reset this indicator.

■ Employee Database (FILE02)

The PAYXTR function alters this file by writing a session record to the Employee Database, which is shown on the PAYXTR03 diagnostic report.

■ PAYXTR10 (P05T80 or P05T81)

The PAYXTR function creates a file of BATCH, time entry, and adjustment transactions. A rerun will simply create, or recreate, another version of this file. No special handling is necessary.

■ PAYXTR11 and PAYXTR12 (P20IN)

The PAYXTR function reads the latest Sequential Master File as FILE11 and creates an updated version as FILE12. If you have to rerun, make sure that the version of P20IN that was processed as FILE11 is the same as before. This may mean uncataloguing or deleting the version that was created as PAYXTR12.

Step 1. Execute the P2EDIT program

Execute the P2EDIT program with the following files:

■ Sequential Master File (P20IN)

The P2EDIT program accesses this file for system generators only. This file is generally the FILE12 created by the PAYXTR process.

■ Recycle File (P05IN)

The Recycle File is generally created during Step 5 of the payroll process. If the P2EDIT program or its subsequent sort have created a new version of this file, make sure that the new P05IN is removed. The rerun must read the appropriate version.

■ Transaction Files (P05T80 and P05T81)

These two files contain transactions from the PAYXTR process, and possibly a CYBMST file extract or output P05T80 file from a previous P5PRNT program step.

■ P05OUT

This file contains all transactions gathered and passed by the P2EDIT program. It is sorted and then processed by the next step.

Note

Do not re-input the P05OUT file or its sorted version to a rerun. Doing so will result in the doubling of all time entries and adjustments.

If you use the Payment Reconciliation feature, the step following the P10SORT utility may be another execution of the P2EDIT program. You would execute P2EDIT for the second time with the following files:

Sequential Master File (P20IN)

The P2EDIT program accesses this file for system generators only. This is generally the same file as for the first P2EDIT execution.

■ Sorted Valid Transactions File (P05IN)

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

This is the sorted Valid Transactions File. If the P2EDIT program or its subsequent sort have created a new version of this file, make sure that the new P05IN is removed. The rerun must read the appropriate version.

■ P05OUT

This file contains all transactions gathered and passed by the P2EDIT program. It is sorted and then processed by the next step.

Note Do not re-input the P05OUT file or its sorted version to a rerun. Doing so will result in the doubling of all time entries and adjustments.

Step 2. Execute the P4CALC program

Execute the P4CALC program with the following files:

■ Recycle File (P05IN)

This is the sorted Valid Transactions File from the final P2EDIT and P10SORT pair in the previous step.

■ Sequential Master File (P20IN)

This is the Sequential Master File created during the previous PAYXTR process. Make sure that you use the correct version of this file on a rerun, NOT the P20OUT file created by this step.

■ Output Sequential Master File (P20OUT)

This is the output Sequential Master File. If the P4CALC program aborts or must be run again, remove this version of the file first.

■ P40OUT/P40IN1

This is the output file containing all report detail records, including payment detail for pay documents. This file is sorted and then read by the P5PRNT program.

This file should not be a temporary file, in case you have to restart the payroll run at the P5PRNT step.

Step 3. Execute the P2EDIT and P5PRNT programs

This step processes P6 transactions from the P05RDR file that contain starting pay document numbers only.

Execute the P2EDIT program with the following files:

■ Sequential Master File (P20IN)

P2EDIT accesses this file for system generators only. This is generally the P20OUT file from the previous P4CALC step.

■ P05OUT

This file contains the edited P6 transactions. It is generally renamed P05IN for processing by the P5PRNT program.

Note Do not re-input this P05OUT file to a rerun, in case the pay document numbers differ.

Execute the P5PRNT program with the following files:

■ Recycle File (P05IN)

This is the P05OUT file from the latest execution of P2EDIT, containing valid P6 transactions.

■ Transaction File (P05T80)

This is an optional, 80-character output file.

Note Avoid accidentally reading this file into the P2EDIT program on a rerun.

■ P05OUT

This is the Recycle File, to be read as P05IN by the next batch process.

Note Avoid accidentally reading this file into the P2EDIT program on a rerun.

Step 4. Execute the P5PRNT program

Execute the P5PRNT program to print the Combined Register (2222) report.

This step produces a report file, PRINT1.

Step 5. Perform the maintenance run

Execute the P2EDIT program with the following files.

Sequential Master File (P20IN)

This is the version of the Sequential Master File created by the payroll process. The P2EDIT program accesses this file for system generators only.

■ Recycle File (P05IN)

The Recycle File is created by the P5PRNT program in Step 3 of payroll process. If this step or its subsequent sort has created a new version of this file, be sure that the new version is removed, and that the rerun reads the appropriate version to be sure that the proper pay document numbers are applied to the Payment History and Labor Records.

■ P05OUT

This file contains the transactions gathered and passed by the P2EDIT program. It is sorted, renamed P05IN, and processed by the P4CALC program.

Note Do not re-input this P05OUT file or its sorted version to a rerun.

Execute the P10SORT utility on the new Valid Transaction File.

Execute the P4CALC program with the following files:

■ P05IN

This is the Sorted Valid Transactions file from the P2EDIT/P10SORT execution.

■ P20IN

This is the Sequential Master File created during the payroll process. Be careful to use the right version of the file, not the P20OUT file created by this step.

■ P20OUT

This is the output Sequential Master File. If the P4CALC program aborts or needs to be run again, be sure to remove this version of the file first.

Execute the P5PRNT program with the following files:

■ P05T80

This is an optional, 80-character output file. Take care to avoid its accidental input to the P2EDIT program on a rerun.

■ P05OUT

This is the Recycle File, to be read as P05IN by the next batch process. Be careful to avoid its accidental input to the P2EDIT program on a rerun.

Executing PAYMRG

Following the payroll run, execute the PAYMRG function. Two methods are available for this purpose:

Method 1 (1 7 1)

This method recreates the Employee Database. This method must be used if you performed a full PAYXTR.

With this method, PAYMRG reads the Sequential Master File (P20) and creates the Employee Database (FILE02). You can restart PAYMRG without removing any files. The PAYMRG function accesses P20IN as FILE11. It is created by the P4CALC program during the maintenance step of the payroll process.

The PAYMRG program creates the Employee Database (FILE02). Variations include a sequential output file, followed by a system utility that creates the Random Master File. Whatever the means, the 1 7 1 PAYMRG process results in the recreation of the Employee Database. To rerun the entire batch payroll process, starting with the PAYXTR function or the pre-payroll batch runs, you must restore the Employee Database from a backup taken before those runs were performed.

Method Two (2 2 2)

The second method updates the Employee Database (FILE02) and creates a new, updated Sequential Master File (P20IN). You must use this method if you performed a selective PAYXTR.

With this method, PAYMRG replaces entire organizations on the Employee Database (FILE02), using the Sequential Master File created by the P4CALC program during the maintenance step of the payroll process. The Sequential Master File, containing all organizations, is processed as FILE13. (This file was FILE11 in the partial PAYXTR execution.)

During this process, PAYMRG creates FILE12, using the information on FILE11 to replace entire organizations from FILE13.

The PAYMRG program updates the Employee Database, as entire organizations are deleted and then rewritten, using the data on FILE11.

FILE11 is the Sequential Master File created by the P4CALC program during the payroll process maintenance Step 5.

FILE12 is the new complete Sequential Master File. If you need to run the PAYMRG process again, be sure to remove this version of the file first.

FILE13 is the complete Sequential Master File containing all organizations. Be careful on a rerun that you use this same version, not the FILE12 created by this step.

Post-payroll procedures

Once you complete the PAYMRG process, you should back up the Employee Database.

Because the Considered Earnings/Hours Accumulators (CONSID) report and Update Benefit Plan Balance Information (BAXACT) report update the Employee Database, you should back it up before proceeding with these processes. The alternative would be a total (1 7 1) PAYMRG process, using the complete Sequential Master File.

Reprinting pay documents

This procedure describes how to restart the printing of pay documents, if there is a paper jam or the printed check or deposit advice numbers do not agree with the preprinted numbers on the pay document form.

This run type is different from a normal payroll run in that it requires three or more P6 transactions. The first P6 transaction identifies the pay documents that do not need reprinting. The second and subsequent P6 transactions provide line-ups and Reconciliation Numbers for pay documents that are to be reprinted. Change these records and rerun the payroll process beginning after the P45SORT that follows the P4CALC program execution in Step 2.

This procedure assumes that you have retained the P40IN1 input file to the P5PRNT program.

To reprint pay documents, you first tell the system to bypass the pay documents that printed correctly. This is done by submitting a P6 transaction with the range of pay documents you are not reprinting and an N in the Print Option field.

Next you submit one or more P6 transactions with the range of pay documents that must be reprinted and a P in the Print Option field. You may also submit P6 records with an X in the Print Option field for line-up.

You would then rerun the P5PRNT portion of payroll process Step 3, using the P40IN file created by the sort following the P4CALC execution. Then you would run, or rerun if necessary, the rest of the payroll process.

Step 1. Determine which documents need to be reprinted

Note the first and last numbers of the pay documents which are not to be reprinted.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Step 2. Prepare the P6 transactions

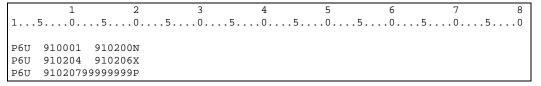
Prepare three P6 transactions as input to the P2EDIT program as shown in the following chart.

Position	Description	First P6 transaction	2nd P6 transaction	3rd P6 transaction
1-2	Transaction Code	P6	P6	P6
3	Forms Code	Same as original	Same as original	Same as original
4-11	Low pay document number	Same as original	First good pay document number for line-up test	First pay document number to be printed on the new run
12-19	High pay document number	Last good pay document number printed on first run	Last good pay document number for line-up test (add 1 to the number above)	99999999
20	Print option	N for no print	X for line-up	P for print
21-31	Bank Code/Routing Number	Same as original	Same as original	Same as original

Complete the remaining fields in all transactions as originally submitted.

During the printing of a range of pay documents beginning with number 910001, those with the numbers 910201 through 910203 were damaged.

This record layout shows the three P6 transactions needed to reprint pay documents in this situation.



The first P6 transaction accounts for the pay documents that were successfully printed.

The second P6 transaction provides a range for test line-ups.

The third P6 transaction designates the range for the pay documents that remain to be printed.

Step 3. Restart the system

Restart the system after the sort following the P4CALC step (Step 2). This is the P40IN file you sorted.

If pay document numbers have been changed and you have run the system beyond the first execution of the P5PRNT program, you must rerun the payroll maintenance step (Step 5) to pick up the proper pay document numbers for assignment to the Payment History Records.

Step 4. Execute the P2EDIT program

Execute the P2EDIT program in Step 3 of the payroll run with the P6 transactions that you prepared above. The P2EDIT program writes a P05OUT file that passes, unsorted, as the P05IN file to the P5PRNT program.

Step 5. Execute the P5PRNT program

Execute the P5PRNT program and the rest of the payroll process. The new pay documents and all other reports print, including the Combined Register (2222) report.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

NOTES

5

Working With CYBMST

Introduction

This chapter the procedures and maintenance tasks that can be accomplished with special processing runs.

Prerequisites

Before you can perform the tasks in this chapter, the following prerequisites must be established.

- The Solution Series/ST must be installed
- Organization-level information is established
- Familiar with the concepts covered in the Payroll Organization Setup manual

Terms you should understand

Employee Number An alphanumeric value of up to 10 characters that you define

to be used to identify an individual as an employee. It acts as

a key to retrieve an employee's record.

History Master File

payroll home location The location where the employee is normally assigned to

work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your

specific requirements.

Key Concepts

You should understand the following concepts before completing the tasks in this chapter:

Concept	Page
Working with CYBMST	5:3
Performing extractions	
Expansions	5:10
Report loading and selecting	

Working with CYBMST

The library file for the Cyborg batch payroll master source is called CYBMST. CYBMST contains report generator, COBOL, and machine language source code. The library program, P9CNVT, extracts programs and data from CYBMST members and updates CYBMST.

Updates to CYBMST are delivered in North America as Payroll Update Bulletins (PUBs).

The CYBMST file is accessed sequentially. When you are extracting multiple members from CYBMST, the extract commands must appear in the order in which they are stored on CYBMST.

For composite members such as C.P0PRGM and C.P39MVE, you can extract only one program during a single run of the P9CNVT program.

Machine Parameter Record

The Machine Parameter Record defines the nature of extracted CYBMST members. This record first tells P9CNVT whether to open FILE1 for extraction, or FILE24 to create a new CYBMST file. When extracting the pay document generators, you must include the appropriate program parameters in positions 26 through 28.

You also must use a Machine Parameter Record when extracting report generators. To set up a report generator extract job, copy the Machine Parameter Record from the P4CALC extract job and leave position 26 blank.

Note On certain platforms, this record requires additional codes, refer to the machinespecific comments for your platform in the P9CNVT program source code.

See Appendix I for complete documentation on extracting these generators.

Job streams for extracting

In a typical environment, you might have the following job streams when working with CYBMST:

- One job stream for updating CYBMST
- Job streams for extracting the report generators that you use from CYBMST
- One or more job streams to extract the system or table generators, with your permanent overrides. Set up a CYBMST job that extracts system generators R.SRT01, R.RPT0A, R.RPT0G, R.RPT0O, R.RPT0P, and R.RPT17 through R.RPT29, with all of your overrides to these generators. Use this job to extract these system generators each time any one of them is changed in a Payroll Update Bulletin (PUB). This is easier and risks less error than extracting only those members that have changed.
- One job stream to be used for extractions, as needed
- Separate job streams to extract, compile, and, where applicable, link each of the COBOL programs and subroutines

Keep any overrides to CYBMST member C.P0PRGM (contains programs P2EDIT, P4CALC, and O4CALC) and any EXPAND transactions in a single file. Keep any overrides for CYBMST member C.P5PRNT (contains program P5PRNT) in a separate file. Use the particular file, following the appropriate Machine Parameter Record, when you extract from CYBMST.



See Extracting COBOL Programs later in this section for a discussion of the programs contained in C.POPRGM, C.P5PRNT, and C.P5W2PR.

Files for extracting

The following table lists the files used to extract CYBMST members.

File Name	Type	Description
P05RDR	Input	Transaction, selection records, and overrides
CYBMST	Input	Master Library
PRINT1	Output	Activity report
FILE1	Output	Selected members

Required Reader File records

To begin extracting members from the CYBMST file, the P9CNVT program reads the Reader File (P05RDR) for instructions. This Reader File contains at least three records:

- the Machine Parameter Record
- the transaction specifying which member to select for extraction
- a termination record

In the case of a report generator or COBOL extraction, the Machine Parameter Record also provides necessary information about machine type and desired options. This record tells the P9CNVT program which computer you are using. You must include a

Machine Parameter Record in every execution of the P9CNVT program when extracting any CYBMST member.

For extractions, the first Reader File record read by the P9CNVT program is the Machine Parameter Record.

Extraction from some CYBMST file members, such as C.POPRGM and the pay document programs, requires that you type a program parameter in positions 26 through 28 of the Machine Parameter Record.

Note Extracting COBOL programs for the IBM DOS platform requires the coding of SYS numbers on the Machine Parameter Record.

The chart below lists the Machine Parameter Record layout for extracting CYBMST members

Position	Description
1-12	Comment area.
	You can use this area to identify the purpose of this transaction or the name of the program, generator, or subroutine the run is accessing.
13-25	Machine parameters.
	These codes identify the computer, operating system, and compiler, so that P9CNVT can customize the programs and generators appropriately. These parameters are required.
26-28	Program indicators.
	Entries in this area may identify the COBOL program being selected. The program indicators may affect the extraction of certain report generators, such as 6767 and 6868.
29-33	Not currently used.
34-80	Source computer name.
	For all systems except IBM DOS, this field contains the computer name in the format appropriate for the SOURCE-COMPUTER/OBJECT-COMPUTER statements of the COBOL program being selected.

The beginning of the P9CNVT program shows comments containing Machine Parameter Records for all machines. See the comments for your platform.

The customizing information required in positions 34-80 for IBM mainframe DOS
computers is listed in the following table.

Position	Description
47-48	SYS number of tape drive
49-50	SYS number of a second tape drive
51-52	SYS number of a third tape drive
53-56	IBM model number of the tape drive
57-60	IBM model number of a disk drive
61-62	SYS number of a card reader
63-67	IBM model number of the card reader
68-69	SYS number of the card punch
70-74	IBM model number of the card punch
75-76	SYS number of the printer
77-80	IBM model number of the printer

Sample Machine Parameter records

AS400:

1	2 3	4	. 5	6	7	8
123456789	901234567890123	45678901	2345678901	234567890123	4567890123456	78901234567890
P2EDIT	MI54PE	2	AS400.			
P4CALC	MI54PEc	4	AS400.			
P5PRNT	MI54PEc	5	AS400.			
P5W2PR	MI54PEc	5	AS400.			
O4CALC	MI54PECYcd	24	AS400.			
P9CNVT	MI54PECYc		AS400.			

IBM MAINFRAME - OS:

1	2	3	4	5	6	7	8	
12345678	3901234567	89012345678	9012345	6789012345	67890123456	789012345	678901234567890)
P2EDIT	0	2	IB	M-370.				
P4CALC	OP	4	IB	M-370.				
P5PRNT	0	5	IB	M-370.				
P5W2PR	0	5	IB	M-370.				
P9CNVT	0		IB	M-370.				

UNIX - MICRO-FOCUS COMPILER:

1 2	2 3	4	5	6	7	8	
12345678901	234567890123	15678901	23456789012345	6789012345	67890123456	578901234567890	O
P2EDIT	ISEV@P	2	MICRO-FOCUS.				
P4CALC	ISEV@P	4	MICRO-FOCUS.				
O4CALC	ISEV@PCYd	24	MICRO-FOCUS.				
P5PRNT	ISEV@P	5	MICRO-FOCUS.				
P5W2PR	ISEV@P	5	MICRO-FOCUS.				
P9CNVT	ISEV@	R	MICRO-FOCUS.				

VSAM - CICS:

1	2	3	4	5	6	7	8	
123456	78901234567	8901234567	89012345	67890123456	7890123456	789012345	678901234567890	
O4CALC	OPY	24	lC IB	M-370.				

IMS:

I	1	2	3	4	5	6	7	8	
ı	123456789	012345678	39012345678	39012345	67890123456	7890123456	789012345	678901234567890)
ı	O4CALC	OPY	241	(IB	M-370.				

CMS:

1	2	3	4	5	6	7	8	
12345678	89012345678	901234567	89012345	67890123456	7890123456	789012345	678901234567890)
O4CALC	OPCY	24	M IB	M-370.				

IDMS:

1	2	3	4	5	6	7	8	
123456	789012345678	3901234567	89012345	6789012345	67890123456	789012345	6789012345678	90
O4CALC	C OPY8	24	Q II	3M-370.				

DLI - CICS:

1 2	3	4	5	6	7	8	
12345678901	234567890123	456789012345	67890123456	7890123456	789012345	678901234567890	
O4CALC	OPY2	24C IE	BM-370.				

In addition to the necessary machine parameters in positions 13-25 of the Machine Parameter record, you may add the optional parameters listed in the following table.

Character	Description
+	Time is typed as hours and minutes on time entries. P2EDIT converts to hours and tenths.
-	Drop the code for the net-to-gross feature from P4CALC. This reduces the size of working storage and the program code.
=	IBM COBOL II
F	Exclude Canadian tax code. This reduces the size of working storage and the program code.
\$	Include the service bureau statistics code in all programs.

Member selection

Following the Machine Parameter Record are one or more sets of transactions selecting one or more members for extraction. Each set contains a minimum of a header record and a trailer record.

You may place override records between the header and trailer records. In CYBMST terms, an override is a change made to a source member during an extraction from CYBMST. The source member is not altered. Only the extracted copy of the member is affected by the change. The P9CNVT diagnostic report indicates that an override has been performed.

The following table shows the header record format for extracting members.

Character	Description
+	Time is typed as hours and minutes on time entries. P2EDIT converts to hours and tenths.
1-3	spaces
4-5	**
6	space
7	member type
Т	text; non-source information, such as copyright and version information
R	report generator source logic
С	COBOL source
A and B	machine language source
8	. (period)
9-75	member name
76-80	spaces

The following table shows the trailer record format for extracting members.

Position	Description
1-3	spaces
4-9	999999
10-80	spaces

Performing extractions

When a report generator is changed and you update the Sequential Master File, you extract that report generator from the CYBMST file. You may also have to extract and recompile the COBOL programs if they have been changed.

Extracting Report Generators

Report Generators are composed of two members, a sort and a format, which must always be extracted together. The sort member always precedes the format member. The name of the member to be extracted and the sort are preceded by two asterisks and one space. Following each member name is a delineator record of six 9s (999999). Lines begin in position 4.

The following example shows a Reader File (P05RDR) for a sample extraction. This Reader File directs the P9CNVT program to extract T.BATCH, followed by report generators 0202 and 5H5Z. The T.ZZBATCH member contains the batch transaction necessary for the processing of report generator input by the P2EDIT program.

```
1 2 3 4 5 6 7 8
1234567890123456789012345678901234567890123456789012345678901234567890

TEST LI54SVEP VAX-11

** T.ZZBATCH
999999

** R.SRT02
999999

** R.RPT02
999999

** R.SRT5H
999999

** R.SRT5H
999999

** R.RPT5Z
999999
```

If you are processing more than one member in a single extract job, members must appear in the Reader File in the same sequence in which they exist on CYBMST.

Extracting Report Generators

If you wanted to extract the same members, but with an override to R.RPT02, the P05RDR file would look like the following example:

```
12345678901234567890123456789012345678901234567890123456789012345678901234567890
                           3
                                                 5
            LT54SVEP
                                 VAX-11.
TEST
   ** T ZZBATCH
   999999
   ** R.SRT02
   999999
   ** R.RPT02
  R702070*
                 THIS IS A TEST COMMENT.
   999999
   ** R.SRT5H
   999999
   ** R.RPT5Z
   999999
```

The P9CNVT Activity Report would show the override being performed as the members were being extracted to FILE1, as shown in the following example:

```
P9CNVT ACTIVITY REPORT (P9CNVT LAST COMPILED FROM P.U.B. 37.00)12/12/1997 11:33:07
MACHINE PARAMETER:>TEST
                             LI54SVEP
                                             VAX-11.
                         ** T.ZZBATCH
*** UPDATE LISTING FOR
*** UPDATE LISTING FOR
                       ** R.SRT02
*** UPDATE LISTING FOR
                       ** R.RPT02
                                                                   2
                          THIS IS A TEST COMMENT.
ADDED
            R702070*
                         ** R.SRT5H
*** UPDATE LISTING FOR
                       ** R.RPT5Z
*** UPDATE LISTING FOR
```

Extracting COBOL programs

Programs P2EDIT, P4CALC, and O4CALC are all stored in a single CYBMST member called C.P0PRGM. Program P5PRNT is stored in member C.P5PRNT. When extracting these programs from CYBMST, you must tell P9CNVT which program you want. Do this with the Program Indicator, in positions 26 through 28 of the Machine Parameter Record. The Program Indicator codes are listed in the following table:

Program	CYBMST member	Program Indicator
P2EDIT	C.P0PRGM	2
P4CALC	C.P0PRGM	4
O4CALC	C.P0PRGM	24
P5PRNT	C.P5PRNT	5
P5W2PR	C.P5W2PR	5
P9CNVT	C.P9CNVT	none

Expansions

The use of EXPAND records in the Reader File (P05RDR) read into the P9CNVT program allows you to increase the size of certain data areas in the P2EDIT, P4CALC, and O4CALC programs. With this procedure, you create EXPAND records with approximate expansion amounts. The P9CNVT program then calculates the precise expansion and applies it to the appropriate variables as it extracts the source program.

Do not confuse the use of EXPAND records with the Expand Areas in CBSV Programs form. EXPAND records expand the programs listed in the chart below. The Expand Areas in CBSV Programs form expands the CBSVO and CBSVB programs.

You can expand the areas listed in the chart below using the EXPAND record procedure.

Area	Program name	Description	Delivered size ¹
RPT20	P2EDIT/O4CALC	List of valid transactions and organizations	500 entries
REPORT BATCH	P4CALC	Loaded report generator logic	65K
REPORT ONLINE	O4CALC	5H5Z ² and method code generators	32K
PAYER	P4CALC/O4CALC	Organization information	32K
TAX	P4CALC	Tax specification information	14K
EMPLOYEE	P4CALC/O4CALC	Employee information	24K
AREAW	P4CALC	W miscellaneous data	400 entries

For initial release of PUB38 on a 4 bit computer.

A report generator which controls the O4CALC program when running an online pay calculation.

EXPAND record format

When creating an EXPAND record, you must type the area name exactly as listed in the previous area chart.

You may expand as many areas as needed and enter the EXPAND records in any sequence, as long as they follow the Machine Parameter Record and precede the C.POPRGM record. In its diagnostic report, the P9CNVT program identifies the original record as Orig and the changed version as Expand.

The following table lists the EXPAND record format.

Position	Description
1-6	EXPAND (literal string)
8-23	Name of Area being expanded - left justify.
25-29	Number of additional entries for RPT20 and AREAW. For other areas, it is the number of positions by which to increase the area; right justify, zero fill.
30	De-expand switch.
31-80	spaces

Using EXPAND transactions

A line at the end of the Loaded/Not Loaded portion of the Payroll Audit Trail (0101) report identifies the positions left in each of the P4CALC program's expandable areas. A sample report is shown on the opposite page.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

			PAYROLL AUDIT TRAIL REPT	FILE VERSION PAGE 2
			0101	TIME 12:10 DATE 03/24/1994
CC EMPL	LOYEE IDENT-	FLD FIELD	FIELD OR CARD CONTENTS CARD MESSAGE	BATCH CARD
NUM	MBER IFIER	NBR NAME	COLS.	NBR. NBR.
R09091 12	234 C	LOADED	ALL FREQ. TAX FILING RPT	02/11/94 17:12:52
R09696	7 O T	NOT LOADED	T4 SLIPS GOV. 1992	02/11/94 17:12:52
R09999	7 O T	NOT LOADED	RELEVE 2 SLIPS	02/11/94 17:12:52
R09E9E	7CT	LOADED	MASTER FILE STATUS (US)	02/11/94 17:12:52
R09I9I	7 T	NOT LOADED	T4 PROOF LIST	02/11/94 17:12:52
R09J9J	7 T	NOT LOADED	T4 TAPE	02/11/94 17:12:52
R09K9K	7 T	NOT LOADED	REL2 PROOF LIST	02/11/94 17:12:52
R09N9N	7 0	LOADED	INSURABLE EARNINGS	02/11/94 17:12:52
R09090	7 T	NOT LOADED	T4A PROOF LIST	02/11/94 17:12:52
R09P9P	Q	NOT LOADED	9T9T TOTALS REPORT	02/11/94 17:12:52
R09Q9Q	7 O T	NOT LOADED	NR4B SLIPS	02/11/94 17:12:52
R09T9T	7C O Q	NOT LOADED	STATE QUARTERLY TAPE	02/11/94 17:12:52
R09U9U	7 0	LOADED	RECORD OF EMPLOYMENT	02/11/94 17:12:52
R09V9V	7 O T	NOT LOADED	RELEVE 1 SLIPS	02/11/94 17:12:52
R09W9W	7 T	NOT LOADED	RELEVE 1 PROOF LIST	02/11/94 17:12:52
R09X9X	7 T	NOT LOADED	RELEVE 1 TAPE	02/11/94 17:12:52
R09Z9Z	7 O T	NOT LOADED	T4A SLIPS - 1992	02/11/94 17:12:52
POSITIONS	LEFT IN DAT	A AREAS - REPORT AREA	26,892 PAYER AREA 424 TAX AREA 10,696 EMPLOYEE AREA	4,636 AREAW 648

If you have more information for any of these areas than the system is capable of storing, an error message and possible abnormal termination will result. If any of the printed values is less than 2000, you should consider expanding the appropriate area as shown in the area size chart later in this section.

The Payroll Audit Trail (0101) report does not provide information on the RPT20 and REPORT ONLINE areas. The RPT20 area must be large enough to contain system generator format R.RPT20.

Determining the size of area

Determining the size of the REPORT ONLINE area is handled online. Steps for this determination are outlined below.

1. Execute the following menu action:

Actions ► Enter Command

- 2. Type DSP02 in the Program field.
- 3. Type START in the Key field.
- 4. Click on OK or press Enter.

A form returns displaying the generators in the Employee Database. At the end of the generator display is an informational line stating the size of all online report generators.

```
(DSP02 ( (
                                                         )12:09:00 05-27 XXXX
LNGTH 3.+...1...+...2...+...3...+...4...+...5...+...6...+...7....+
02633 ....0A.....
00701 ....0G
                                          NNNYY NNYNNN1NNNN NN
00073 ....00 000 AA5H5ANRCY02....00 000 AA5H5ANRCY02....00 0 Z000000002Z
01059 ....OP
                                           REJECT- MASTER NOT ON FILE
01409 ....17 0119 515820 205154500BATCH INCORRECT NON NUMERICNA
02909 ....18000ERROR - NOT DEFINED 001ERROR - NOT DEFINED 002ERROR
                                     IF 140SET H TO-DATE UP 1 HUP141SET H
01749 ....19100IF
00315 .....20CAJ880899CAK358364CAL820823CCX874879CDG722725CPA601619CPB626639CP C6
03209 ....23TOTAL HEADING 1S8S1 + 15000STAGGER TOTALS 1S8S1 16NY 01000PAG
03209 ....24PAYER BANK CODE1C8AFY+ 02003RESERVED 1C8AF 08005FLS
03209 ....25 8 00000 8 00000

03209 ....26 8 00000 8 00000

03209 ....26 8 00000 8 00000

03209 ....27MARITAL STATUS 2L8PA 16 01003WORK AREA CODE 2L8PA + 03004WOR

03209 ....28LITIGATION CODE2LKPR 03 01040OSHA CODE 2LKPR 01 01041CLA

03209 ....29DATA TYPE-TABLE1W9WASFA 02001KEY DEFINE 1W9WA + 19003SUB
00049 ..5G....1
00053 ..5H...(
02697 ..5H5Z..MN1)..[.[.[.[.[.[.[.[.[.[.[.[.[...BCN06 .x.@.....Y0A...v..0P...
       2,799 TOTAL LENGTH OF ALL 5G/5H GENERATORS
```

The delivered system requires a minimum of 2750 positions in the REPORT ONLINE area. This represents the combined lengths of report generators SRT5G, SRT5H, and RPT5Z. The platform on which you are running the system determines the size of the delivered REPORT ONLINE area. The following table lists the various platforms by delivered area size.

4-Byte Platforms	5-Byte Platforms	6-Byte Platforms
7500 Characters	9500 Characters	11500 Characters
Data General	AS400	Large Burroughs
HP	Honeywell	
IBM Mainframe	Medium Burroughs	
PC	NCR	
Prime	System 38	
Unisys	Vax	
UNIX	Wang	

To expand an area, do the following:

- 1. Enter an EXPAND record immediately following the Machine Parameter Record, as shown in the examples on the following pages.
 - Specify the area being expanded and the number of characters by which to expand. For the RPT20 and AREAW areas, use the number of occurrences. The P9CNVT program makes any necessary minor adjustments to the amounts you type.
- 2. Once you have expanded, keep the EXPAND records in your override file.

Due to constraints on certain platforms, you may find it necessary to make certain areas smaller. The system limits area de-expansion. The following table shows the maximum reduction values.

AREA	DE-EXPANSION LIMIT
AREAW	48 entries
EMPLOYEE	21168 characters
PAYER	25956 characters
REPORT	varies based on machine type
RPT20	47 entries
TAX	11980 characters

If, due to compiler restrictions, you are making an area smaller, perform the following action:

Place a minus sign in position 30 of the EXPAND record to subtract the amount from the original size.

Sample EXPAND records

The sample layout below shows the EXPAND records set to decrease the EMPLOYEE area by 2520 positions, increase the PAYER area by 799 positions, and increase the RPT20 area by 99 occurrences.

```
1 2 3 4 5 6 7 8
123456789012345678901234567890123456789012345678901234567890

O4CALC LI45VSEPCYd 24 VAX-11.

EXPAND EMPLOYEE 02520-

EXPAND PAYER 00799

EXPAND RPT20 00099

** C.POPRGM
999999
```

The P9CNVT Activity Report sample on the next page corresponds to these transactions. Notice that when necessary, P9CNVT has recalculated the expansion amounts.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

```
12/14/1997 15:25:21
P9CNVT ACTIVITY REPORT (P9CNVT LAST COMPILED FROM P.U.B. 37.00)
MACHINE PARAMETER: O4CALC
                               LI54VSEPCYd 24
           EXPAND EMPLOYEE
                                   02520-
                                                                                            OK
                                   00799
                                                                                                                              756
          EXPAND PAYER
                                                                                            MULTIPLE OF 252 REQUIRED. USING
           EXPAND RPT20
                                   00099
*** UPDATE LISTING FOR
                          ** C.POPRGM
ORIG
           4 015790
                         05 HOLD-PAYEE
                                                        PIC X(24192).
              015790
EXPAND
                         05 HOLD-PAYEE
                                                        PIC X(21672).
ORTG
             016682
                         10 FILLER
                                                        PIC X(26000).
EXPAND
              016682
                         10 FILLER
                                                        PIC X(26756).
ORIG
           4 016690
                         10 PYR-RECORD-BODY PIC X(252) OCCURS 00128 TIMES
EXPAND
              016690
                         10 PYR-RECORD-BODY PIC X(252) OCCURS 00131 TIMES
           4 016710
ORIG
                         10 PYR-ISAM-BODY
                                           PIC X(240) OCCURS 00134 TIMES
EXPAND
              016710
                         10 PYR-ISAM-BODY
                                             PIC X(240) OCCURS 00137 TIMES
ORIG
           4 016720
                         10 FILLER
                                                        PIC X(00087).
                         10 FILLER
EXPAND
              016720
                                                        PIC X(00123).
                        08 B-ENTRY
ORIG
             016730
                                     OCCURS 00384 TIMES INDEXED BY B-INDEX B-INDEX-2.
                        08 B-ENTRY
EXPAND
              016730
                                      OCCURS 00393 TIMES INDEXED BY B-INDEX B-INDEX-2.
          4 016820
                        08 C-ENTRY
ORIG
                                      OCCURS 00384 TIMES INDEXED BY C-INDEX C-INDEX-2.
EXPAND
              016820
                        08 C-ENTRY
                                      OCCURS 00393 TIMES INDEXED BY C-INDEX C-INDEX-2.
ORIG
           4 016860
                        08 D-ENTRY
                                      OCCURS 01152 TIMES INDEXED BY D-INDEX D-INDEX-2.
EXPAND
              016860
                        08 D-ENTRY
                                      OCCURS 01179 TIMES INDEXED BY D-INDEX D-INDEX-2.
ORIG
           4 016930
                           15 TCOND1 OCCURS 01007 TIMES.
EXPAND
              016930
                           15 TCOND1 OCCURS 01030 TIMES.
ORIG
           4 016938
                           15 TCOND2 OCCURS 01111 TIMES.
EXPAND
              016938
                           15 TCOND2 OCCURS 01136 TIMES.
ORIG
          4 016942
                             15 FILLER
                                                        PIC X(00005).
EXPAND
              016942
                             15 FILLER
                                                        PIC X(00016).
ORIG
           4 016945
                           10 FILLER
                                                        PIC X(00023).
EXPAND
              016945
                           10 FILLER
                                                        PIC X(00043).
ORIG
           4 016970 10 1-CHAR PIC X OCCURS 32256 TIMES INDEXED BY CC-INDEX.
EXPAND
                     10 1-CHAR PIC X OCCURS 33012 TIMES INDEXED BY CC-INDEX.
ORIG
             017177
                           15 FILLER
                                                        PIC X(30744).
EXPAND
              017177
                           15 FILLER
                                                        PIC X(31500).
ORIG
             017640
                         10 FILLER
                                                        PIC X(21672).
EXPAND
              017640
                         10 FILLER
                                                        PIC X(19152).
           4 018225 05 1-CHAR REDEFINES PAYEE-AREA PIC X OCCURS 24192 TIMES
ORIG
EXPAND
              018225
                     05 1-CHAR REDEFINES PAYEE-AREA PIC X OCCURS 21672 TIMES
ORIG
           4 018240
                             OCCURS 00096 TIMES INDEXED BY ER-INDEX.
EXPAND
              018240
                             OCCURS 00086 TIMES INDEXED BY ER-INDEX.
           2 021285
                             15 EXPAND-RPT20
ORIG
                                                        PIC X(00432).
EXPAND
              021285
                             15 EXPAND-RPT20
                                                        PIC X(01323).
           2 021315
ORIG
                             OCCURS 00051 TIMES INDEXED BY USER-INDEX.
EXPAND
              021315
                             OCCURS 00150 TIMES INDEXED BY USER-INDEX.
```

In the next example, the EXPAND transactions are set to increase AREAW by 21 occurrences, decrease the EMPLOYEE area by 2520 positions, increase the REPORT BATCH area by 5200 positions, and increase the TAX area by 25,000 positions.

```
1 2 3 4 5 6 7 8
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

P4CALC OP 4 IBM-370.

EXPAND AREAW 00021

EXPAND EMPLOYEE 02520-

EXPAND REPORT BATCH 05200

EXPAND TAX 25000

** C.POPRGM
999999
```

The P9CNVT listing corresponding to these EXPAND transactions is shown on the next page. Notice that when necessary, the P9CNVT program has recalculated the expansion amounts.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

```
P9CNVT ACTIVITY REPORT (P9CNVT LAST COMPILED FROM P.U.B. 37.00)
                                                                                                              12/14/1997 15:25:21
MACHINE PARAMETER: O4CALC
                               LI54VSEPCYd 24
                                                                                                         EXPAND EMPLOYEE
                                                                                                                                 02520-OK
                                                                                            MULTIPLE OF 252 P9CNVT Listing
           EXPAND PAYER
                                   00799
P9CNVT ACTIVITY REPORT (P9CNVT LAST COMPILED FROM P.U.B. 35.03)
                                                                                                              12/14/1997 15:35:37
MACHINE PARAMETER: P4CALC
                                                    IBM-370.
                                                                                            OK
           EXPAND AREAW
                                  00021
           EXPAND EMPLOYEE
                                  02520-
                                                                                            OK
                                                                                            OK
          EXPAND REPORT BATCH
                                  05200
           EXPAND TAX
                                   25000
                                                                                            OK
*** UPDATE LISTING FOR
                          ** C.POPRGM
ORIG
          4 015790
                        05 HOLD-PAYEE
                                                       PIC X(24192).
                        05 HOLD-PAYEE
EXPAND
              015790
                                                       PIC X(21672).
ORIG
           4 016095
                        07 EXPAND-TAX
                                                       PIC X(12000).
EXPAND
             016095
                        07 EXPAND-TAX
                                                        PIC X(32767).
EXPAND
             016095
                        07 EXPAND-TAX
                                                        PIC X(04233).
ORIG
          4 016615
                        05 W-ENTRY OCCURS 00050 TIMES INDEXED BY W-INDEX W-INDEX-2.
EXPAND
              016615
                        05 W-ENTRY OCCURS 00071 TIMES INDEXED BY W-INDEX W-INDEX-2.
           4 017640
ORIG
                        10 FILLER
                                                        PIC X(21672).
              017640
                        10 FILLER
EXPAND
                                                        PIC X(19152).
ORIG
           4 018225
                     05 1-CHAR REDEFINES PAYEE-AREA PIC X OCCURS 24192 TIMES
EXPAND
              018225
                     05 1-CHAR REDEFINES PAYEE-AREA PIC X OCCURS 21672 TIMES
ORIG
           4 018240
                             OCCURS 00096 TIMES INDEXED BY ER-INDEX.
EXPAND
             018240
                             OCCURS 00086 TIMES INDEXED BY ER-INDEX.
ORIG
           4 018345
                        04 D-ACTIVE OCCURS 06500 TIMES
EXPAND
             018345
                        04 D-ACTIVE OCCURS 07020 TIMES
```

Report loading and selecting

Report generators reside on the Sequential Master File, preceding all organization and employee data. One of the first tasks that the P4CALC program performs is to read any newly-entered generators from the Valid Transactions File and any generators stored on the Sequential Master File.

Loading report programs with the H2 transaction

The P4CALC program determines which generators will be available for use during the current run by analyzing the Run Select Code in the H2 transaction and in each generator's R0 transaction. The H2 transaction is shown on the first page of the Payroll Audit Trail report, followed by the R0 transaction for each report generator residing on the Sequential Master File. A generator is available for use for the following:

- The Run Select code in its R0 transaction is zero.
- The Run Select codes in the R0 and H2 transactions are equal.
- The Run Select code in the R0 transaction is blank, and no H2 transaction is used or the Run Select Code in the H2 transaction is blank.

Every generator available for use in the Sequential Master File is listed on the Payroll Audit Trail (0101) report, followed by the word Loaded. Generators not available for use are also listed, followed by the words Not Loaded. When a generator is loaded, the P4CALC program copies the formatting information to the extract file, P40OUT, for use by the P5PRNT program.

The following sample Payroll Audit Trail (0101) report shows Loaded and Not Loaded report generators:

Reference: US-OS-PR-50 Issue: B.0 The Solution Series/ST Version 3.0 & 4.5 May 2000

				PAYROLL AUDIT TRAIL REPT	FILE VERSION PAGE 1
				0101	TIME 15:56 DATE 08/14/1998
CC	EMPLOYEE	TDENT-	FLD FIELD	FIELD OR CARD CONTENTS CARD MESSAGE	BATCH CARD
CC	NUMBER		NBR NAME	COLS.	NBR. NBR.
	GRAM VERS.	37.00	*COPYRIGHT (C)	1989 - 1997 CYBORG SYSTEMS, INC.	
Н2					
Ρ4					
R0	0A	2	NOT LOADED	PERMANENT CONSTANTS	08/08/98 11:42:43
R0	0G	2	NOT LOADED	VARIABLE CONSTANTS	08/08/98 11:42:43
R0	00	2	NOT LOADED	WRKFLDS	08/08/98 11:42:43
R0	0P	2	NOT LOADED	PAY CONSTANTS	08/08/98 11:42:43
R0	17	2	NOT LOADED	EDIT ERROR MESSAGES	08/08/98 11:42:43
	18	2	NOT LOADED	ROUTINE NUMBERS 000-099	08/08/98 11:42:43
	19	2 2	NOT LOADED	ROUTINE NUMBERS 100-255	08/08/98 11:42:43
R0	20	2	NOT LOADED	DEFINE USER EDIT TABLES	08/08/98 11:42:43
٦0	21	2	NOT LOADED	FIELD NUMBERS 1-100	08/08/98 11:42:43
R0	22	2	NOT LOADED	FIELD NUMBERS 101-200	08/08/98 11:42:43
R0	23	2 2 2	NOT LOADED	FIELD NUMBERS 201-300	08/08/98 11:42:43
R0	24	2	NOT LOADED	FIELD NUMBERS 301-400	08/08/98 11:42:43
R0	25		NOT LOADED	FIELD NUMBERS 401-500	08/08/98 11:42:43
R0	26	2 2	NOT LOADED	FIELD NUMBERS 501-600	08/08/98 11:42:43
R0	27	2	NOT LOADED	FIELD NUMBERS 601-700	08/08/98 11:42:43
R0	28	2	NOT LOADED	FIELD NUMBERS 701-800	08/08/98 11:42:43
R0	29	2	NOT LOADED	FIELD NUMBERS 801-900	08/08/98 11:42:43
R001	L01	0 0	LOADED	PAYROLL AUDIT TRAIL	08/08/98 11:42:43
R001		CT O	LOADED	CONTROL HEADERS	08/08/98 11:42:43
R002	202	7	LOADED	MASTER FILE PRINT	08/08/98 11:42:43
R005	505	7	LOADED	ACCRUAL REPORT	08/08/98 11:42:43
R010	C1C 234XX	X H	LOADED	PAY RECONCILIATION	08/08/98 11:42:43
R01I	Н1Н 1234	C H	LOADED	HISTORY REPORT	08/08/98 11:42:43
R01I	L1L	L L	LOADED	LABOR REPORT	08/08/98 11:42:43
R022	222		LOADED	COMBINED REGISTER	08/08/98 11:42:43
R02F	H2H 1234	C	LOADED	HED'S-COMBINED REGISTER	08/08/98 11:42:43
202	T2T 1234	C	LOADED	TAXES-COMBINED REGISTER	08/08/98 11:42:43
R05I	15Z	4	NOT LOADED	ON-LINE CSSS ROOT	08/08/98 11:42:43
R06	767 1234		LOADED	DEPOSIT SLIP-COMB. REG.	08/08/98 11:42:43
R068	368 1234		LOADED	CHECK-COMBINED REGISTER	08/08/98 11:42:43
POS.	TIONS LEF	T IN DATA	A AREAS - REPORT AREA	53,342 PAYER AREA 24,924 TAX AREA 2,392 EMPL	OYEE AREA 18,099 AREAW 16,038

During a normal payroll or maintenance run, position 16 of the H2 transaction must be blank. A value in position 16 loads any special report generators to be executed.

Make an entry in position 16 only when Cyborg sends specifications to do so. The H2 record position 16 value interacts with the R0 record position 20 value to determine whether a report generator is Loaded or Not Loaded. The chart below shows the relationship between these two values to determine whether or not a report generator is to be loaded into working storage.

R0 POSITION 20 (RUN SELECT CODE)	H2 POSITION 16
0 (zero) (always loaded)	any value
blank or alpha character	matching value only
1 - loaded one time only (not written to output Master File)	any value

Selecting reports with the P4 transaction

Once a report generator is loaded, you may select it for any or all of the organizations on the Sequential Master File. To select a generator you must enter, or have previously entered, a Report Requests form.

The Payroll Audit Trail (0101) report also lists all reports selected for a company. Each report has either Selected or Not Selected printed after it. Only selected reports are executed. The following Payroll Audit Trail report sample shows selected reports.

Reference: US-OS-PR-50 Issue: B.0
The Solution Series/ST Version 3.0 & 4.5 May 2000

Working With CYBMST

CC EMPLOYEE IDENT- FLD FIELD FIELD OR CARD CONTENTS CARD MESSAGE COLS. AE010 100000000000000 0000 0000000000000	1 /1998
WARNING- INPUT VERSION NUMBER IS 00 D 01010555555555555555555555555555555555	CARD NBR.
D 0103055555550050 SELECTED CONTROL HEADERS D 020215555555555555 SELECTED MASTER FILE PRINT D 050515555555555 SELECTED ACCRUAL REPORT D 1C1C155111235555 H SELECTED PAY RECONCILIATION D 1H1H1111155555555 H SELECTED HISTORY REPORT D 1L1L155555555515 L SELECTED LABOR REPORT D 122221255555555555 SELECTED COMBINED REGISTER D 24221111115551555 SELECTED HED'S-COMBINED REGISTER	
D 0202155555515559999 SELECTED MASTER FILE PRINT D 050515555555555 SELECTED ACCRUAL REPORT D 1C1C155111235555 H SELECTED PAY RECONCILIATION D 1H1H111115555555 H SELECTED HISTORY REPORT D 1L1L15555555555 L SELECTED LABOR REPORT D 2222155555555555 SELECTED COMBINED REGISTER D 2H2H11115551555 SELECTED HED'S-COMBINED REGISTER	
D 05051555555555555555555555555555555555	
D 1C1C155111235555 H SELECTED PAY RECONCILIATION D 1H1H1111155555555 H SELECTED HISTORY REPORT D 1L1L155555555555 L SELECTED LABOR REPORT D 2222155555555555 S SELECTED COMBINED REGISTER D 2H2H11115551555 SELECTED HED'S-COMBINED REGISTER	
D 1H1H11115555555 H SELECTED HISTORY REPORT D 1L1L1555555555555 L SELECTED LABOR REPORT D 2222155555555555 SELECTED COMBINED REGISTER D 2H2H11115551555 SELECTED HED'S-COMBINED REGISTER	
D 1L1L155555555555 L SELECTED LABOR REPORT D 222215555555555 SELECTED COMBINED REGISTER D 2H2H111115551555 SELECTED HED'S-COMBINED REGISTER	
D 222215555555555 SELECTED COMBINED REGISTER D 2H2H111115551555 SELECTED HED'S-COMBINED REGISTER	
D 2H2H111115551555 SELECTED HED'S-COMBINED REGISTER	
D 2T2T111115551555 SELECTED TAXES-COMBINED REGISTER	
D 555815551555555 NOT SELECTED	
D 5Z5Y000005555505 NOT SELECTED	
D 6767155515555555 SELECTED DEPOSIT SLIP-COMB. REG.	
D 6868111115555555 SELECTED CHECK-COMBINED REGISTER	
D 8080E5555505555 NOT SELECTED	
D 9E9E15555515555 NOT SELECTED	

You may select a generator by a variety of methods. In each case, the entry in the Report Select field on the Report Requests form (DD-SCR) is compared to entries made in the Payroll Run Process Control form (AE-SCR) or a P4 transaction. The P4 is an optional transaction that the P4CALC program may access in the P05RDR file. This record affects all organizations during the payroll run.



See Chapter 2: Overview of the Batch Payroll System for an example of the P4 transaction.

If the Report Select field entry matches any of positions 3 through 80 of the P4 transaction, the report is selected.

If no P4 transaction is present, or positions 3 through 18 of the P4 transaction are blank, the report is selected if the following conditions occur:

- This is a payroll run and the entry in the Report Select field of the Report Requests form is numeric and less than or equal to the entry in the Reporting Type field of the Payroll Run Process Control form.
- This is a payroll run and the entry in the Report Select field of the Report Requests form matches an entry in the Report Select field of the Payroll Run Process Control form.

During a normal payroll or maintenance run, the P4 transaction generally remains blank. You can use this record to override or add to the Payroll Run Process Control form Report Select options.

Entries in positions 3 through 18 of the P4 transaction override the Payroll Run Process Control form Report Select options. The only report programs selected are those with a Report Select field entry on the Report Requests form that matches a value in positions 3 through 18 on the P4 transaction.

The value you type in positions 19-80 of the P4 transaction is matched with a corresponding selection in the Report Select field on the Report Requests form to determine which additional report generators are to be selected.

The P4 transaction is not organization-specific. Any entries in the P4 record cause the P4CALC program to process all organizations on the Sequential Master File, selecting generators currently Loaded with the appropriate Report Requests form entries.

You can schedule and run non-payroll-run reports according to your needs. For example, you may set up a reporting package using the R0, H2, and P4 transactions so that the generators are loaded only when you want to use them.



See the Payroll Organization Setup manual for information about the Payroll Run Process Control form and its relationship to the Report Requests form.

Selected reports and the P4CALC program

Once you select a report, the system passes control to that report generator whenever it encounters a record that contains the type of data requested on the Report Requests form. This occurs if any of the fields on the Report Requests form following the Report Select field contains an option that is less than or equal to the option in the Reporting Type field on the Payroll Run Process Control form. If the Report Requests

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

form asks for more than one kind of data, it is possible for a generator to receive control more than once for a given record.

Control passing to a generator means that the report generator handling portion of the P4CALC program runs that generator. It may select or reject records, build extract records containing selected data, and write the records to the Extracted Report Records File (P40OUT).

The data select requests will function only if the report generator's R0 transaction has a code in the corresponding position.

The P45SORT utility program sorts the extract file, and the sorted file becomes input to the P5PRNT program. The extracted information that a generator creates arrives behind the formatting information previously written by the P4CALC program. The P5PRNT program finishes the job by producing the desired output files and reports.

Producing reports

In summary, reports are produced in a three-step phase. These steps are:

- The P4CALC program creates and writes extract records.
- The P45SORT utility program sorts the extract records.
- The P5PRNT program formats and produces the output file or report.



BATCH Transaction Layouts

About This Appendix

This appendix provides the layout for company and employee batch transactions. These transactions update the Sequential Master File through the P2EDIT program. Transactions presented here are separated by category. They are:

Conversion and Update Transactions

These transactions are used to convert data into *The Solution Series/ST* format or to update or delete company and employee records.

Time Entry and Adjustment Transactions

These transactions are more frequently used to pay employees through time entries or to make adjustments through specific adjustment entries.

Functional and Subsystem Transactions

These transactions are used to enter information into functional programs and subsystems. Programs and subsystems also create these transactions. This category includes W records.

If applicable, the equivalent form(s) used to enter data online is listed for each transaction. A form's fields and related documentation should be reviewed before creating transactions. Some online forms include parts of, or more than, one transaction.

A batch layout and explanatory chart is provided in this appendix for each transaction. The chart contains the following information:

- layout ID
- form field label
- field name from field name table (Entries not in all capital letters are not fields on the Field Name Table.)
- column positions
- number of positions
- input length
- \blacksquare type (where A = alphanumeric, N = numeric, and D = date)

Conversion and Update Transactions

A8 Transaction - Earnings Company Earnings form (A8-SCR)

1 2 3 4 5 6 7 8 1...5...0...5...0...5...0...5...0...5...0...5....0...5...0 aabbbccdddddddddddddddddfffggghijkllmmnnoooooopqrstuvwxyzzzzzzzze@@@@@@@@@@@###

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal A8	1 - 2	2	A
b	HED	COMPANY-HED-NUMBER	3 - 5	3	N
c	Category	EARNING-CATEGORY-CD	6 - 7	2	N
d	Description	HED-NAME	8 - 22	15	A
e	Pay On Vacation Pay	VACATION-FLAG-CODE	23	1	N
f	Permanent Order	PERMANENT-ORDER	24 - 26	3	N
g	Temporary Order	TEMPORARY-ORDER	27 - 29	3	N
h	TE-2 Hours	TC-2-HOURS	30	1	N
i	TE-2 Amt	TC-2-AMOUNT	31	1	N
j	FLSA Calc Use *	EARNINGS-RATE-FLSA	32	1	N
k	Tax Frequency	FREQUENCY-FOR-TAX-CD	33	1	A
1	Frequency	EARNING-FREQUENCY-CD	34 - 35	2	N
m	Taxability	EARNING-TYPE-CODE	36 - 37	2	N
n	Calc Method	EARNING-METHOD-CODE	38 - 39	2	N
0	Amount/Percent	EARNING-AMOUNT/PCT	40 - 46	7	N
p	Auto Setup	AUTOMATIC-SETUP-CODE	47	1	A
q	Period Table	PERIOD-TABLE-CODE	48	1	N
r	Add Total Hrs	ADD-TOTAL-HOURS-CODE	49	1	N
S	Show on HED Register	HED-REGISTER	50	1	A
t	Timing	HED-TIMING-CODE	51	1	A
u	Pretax Type	HED-TAX-FLAG-CODE	52	1	N
v	Accrual Optn	ACCRUAL-OPTION-CODE	53	1	A
W	Shift Differential	SHIFT-DIFF-CODE	54	1	A
X	Earn Bucket	CE/H-EARNINGS-BUCKET	55	1	N
у	Hourse Accum	CE/H-HOURS-ACCUMULAT	56	1	N

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
Z	none	spaces	57-65	9	n/a
@	GL Account	GL-ACCOUNT	66-77	12	A
#	none	spaces	78-80	3	n/a

Note * converts to Overtime Fctr for earning 003

A8 Transaction - Deductions Company Deductions form (A8-SCR)

Layout ID	Form Field Label	Field Name from Field Name Position Table		Number of Positions	Type (A, N or D)
a	none	the literal A8	1 - 2	2	A
b	HED	COMPANY-HED-NUMBER	3 - 5	3	N
c	Category	DEDUCT-CATEGORY-CODE	6 - 7	2	N
d	Description	HED-NAME	8 - 22	15	A
e	Deduct From Vacation	acation VACATION-FLAG-CODE 23	1	N	
f	Permanent Order	PERMANENT-ORDER	24 - 26	3	N
g	Temporary Order	TEMPORARY-ORDER	27 - 29	3	N
h	none	TC-2-HOURS	30	1	N
I	none	TC-2-AMOUNT	31	1	N
j	none	EARNINGS-RATE-FLSA	32	1	N
k	Recover Rule	ARREARS-OVERRIDE-CD	33	1	A
1	Frequency	DEDUCTION-FREQ-CODE	34 - 35	2	N
m	Arrears Rule	DEDUCTION-ARREARS-CD	36 - 37	2	N
n	Calc Method	DEDUCTION-METHOD-CD	38 - 39	2	N
0	Amount/Percent	DEDUCTION-AMOUNT/PCT	40 - 46	7	N
p	Auto Setup	AUTOMATIC-SETUP-CODE	47	1	A
q	Period Table	PERIOD-TABLE-CODE	48	1	N
r	Add Total Hours	ADD-TOTAL-HOURS-CODE	49	1	N
S	Show on HED Register	HED-REGISTER	50	1	A
t	Timing	HED-TIMING-CODE	51	1	A
u	Pretax Type	HED-TAX-FLAG-CODE	52	1	N
v	none	space	53	1	A
w	Recovery Amt	ARREAR-RECORD-CD	54	1	A
X	none	spaces	55 - 65	11	n/a
у	GL Account	GL-ACCOUNT	66 - 77	12	A
z	none	spaces	78 - 80	3	n/a

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

AA Transaction

Company Name And Address form (AA-SCR)

Layout ID	Form Field Label			Number of Positions	Type (A, N or D)
a	none	the literal AA	1 - 2	2	A
b	Org level 1 Name	COMPANY-NAME	3 - 32	30	A
c	Org level 2 Name	COMPANY-NAME-2	33 - 62	30	A
d	none	spaces	63 - 80	18	n/a

AB Transaction

Company Name And Address form (AA-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal AB	1 - 2	2	A
b	Address	COMPANY-ADDRESS	3 - 32	30	A
c	none	COMPANY-ADDRESS-2	33 - 62	30	A
d	none	spaces	63 - 80	18	n/a

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

AC Transaction

Company Name And Address form (AA-SCR)

Layout ID	Form Field Label	Field Name from Field Name Position Table		Number of Positions	Type (A, N or D)
a	none	the literal AC	1 - 2	2	A
b	City/State	COMPANY-CITY/STATE	3 - 27	25	A
c	ZIP Code	COMPANY-ZIP-CODE	28 - 32	5	N
d	none	spaces	33 - 80	48	n/a

AD Transaction

Company Name And Address form (AA-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal AD	1 - 2	2	A
b	Org	CONTROL-1-NAME	3 - 14	12	A
с	OL2	CONTROL-2-NAME	15 - 26	12	A
d	PL3	CONTROL-3-NAME	27 - 38	12	A
e	PL4	CONTROL-4-NAME	39 - 50	12	A
f	PL5	CONTROL-5-NAME	51 - 62	12	A
g	PL6	CONTROL-6-NAME	63 - 74	12	A
h	none	spaces	75 - 80	6	n/a

AF Transaction

Company Options (AF-SCR) and Payment Document Print Options - Part 1 (PD1SCR) forms

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal AF	1 - 2 2		A
b	Bank Code	BANK-CODE	3 - 4	2	A
c	none	spaces	5 - 12	8	n/a
d	FLSA Method	FLSA-METHOD-CODE	13	1	A
e	Pay Reconciliation	PAY-RECONCILIATION	14	1	A
f	Default Unemploymnt	DEF-UNEMPLOY-CODE	15	1	N
g	Retain History	RETAIN-HISTORY-CODE	16	1	N
h	Print Tax Tables	PRINT-TAX-CODE	17	1	A
i	Build Online	BUILD-ONLINE	18	1	A
j	Overtime Shift	OVERTIME-SHIFT-CODE	19	1	A
k	Company Category	COMPANY-CATEGORY	20 - 21	2	A
1	Pay Raise Split	PAY-RAISE-SPLIT-CODE	22	1	A
m	Default Pay Freq	DEF-PAY-FREQ-CODE	23	1	N
n	Clear All Frequency	CLEAR-ALL-FREQ-CODE	24	1	A
0	Report Frequency	REPORT-FREQ-CODE	25	1	A
p	Labor	DROP-LABOR	26 - 27	2	N
q	Hist	DROP-HISTORY	28 - 29	2	N
r	Country	COUNTRY-CODE	30	1	N
S	No Pay Warning	NO-PAY-WARNING-CODE	31	1	A
t	Clear Then Adjust	CLEAR-THEN-ADJUST	32	1	A
u	Routing Number	ROUTING-NUMBER	33 - 41	9	N
v	Org	CHECK-OPT01	42	1	A
W	PL2	CHECK-OPT02	43	1	A
X	PL3	CHECK-OPT03	44	1	A
у	PL4	CHECK-OPT04	45	1	A
Z	PL5	CHECK-OPT05	46	1	A
A	PL6	CHECK-OPT06	47	1	A

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
В	Function Code	CHECK-OPT07	48	1	A
С	Department Source	CHECK-OPT08	49	1	A
D	Earnings	CHECK-OPT09	50	1	A
Е	Deduct/Taxes	CHECK-OPT10	51	1	A
F	Period Begin Date	CHECK-OPT11	52	1	A
G	Frick Tape	FRICK-TAPE	53	1	A
Н	Tax MC Override	TAX-MC-OVERRIDE	54	1	A
I	Common Tax Company	TAX-C12	55-60	6	A
J	Mag Stripe/Bar Cde	MAG/BAR-IND	61	1	A
K	none	spaces	62 - 80	19	n/a

AG Transaction

Payment Document Messages form (AG-SCR)

	1	2	3	4	5	6	7	8
15.	0	.50	505	50	505	0	50	50
aabbbbb	bbbbbbbb	ddddddddd	bbbbbbbccc	cccccccc	ccccccccc	ccccccdd	ldddddeeee	eeeeee

Layout ID	Form Field Label	Field Name from Field Name Position Table		Number of Positions	Type (A, N or D)
a	none	the literal AG	1 - 2	2	A
b	Company Message 1	MESSAGE-LINE-1-A	3 - 32	30	A
c	More Message 1	MESSAGE-LINE-1-B	33 - 62	30	A
d	End Msg	MESSAGE-LINE-1-C	63 - 69	7	A
e	none	spaces	70 - 80	11	n/a

AH Transaction

Payment Document Messages form (AG-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal AH	1 - 2	2	A
b	Company Message 2	MESSAGE-LINE-2-A	3 - 32	30	A
c	More Message 2	MESSAGE-LINE-2-B	33 - 62	30	A
d	End Msg	MESSAGE-LINE-2-C	63 - 69	7	A
e	none	spaces	70 - 80	11	n/a

AJ Transaction

Company Pay Frequencies form (AJ-SCR)

 $\begin{array}{cccccc} 1 & 2 & 3 & 4 & 5 & 6 & 7 & 8 \\ 1...5...0...5...0...5...0...5...0...5...0...5...0...5...0...5...0 \\ \text{aabcccccddddddddddddeeeeffffghiiiiijjjjjjkkkkkllmnooooooppqrsssssttttuuuuuuu} \end{array}$

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal AJ	1 - 2	2	A
b	Frequency ID	FREQUENCY-IDENTIFIER	3	1	A
c	none	spaces	4 - 8	5	n/a
d	Frequency	FREQUENCY	9 - 20	12	A
e	Annualization	ANNUALIZATION-FACTOR	21 - 24	4	N
f	Period Length	NUMBER-OF-WEEKS	25 - 28	4	N
g	none	PERIODS-PAID	29	1	N
h	New Period	NEW-PERIOD	30	1	A
i	Payment Date	PAYMENT-DATE	31 - 36	6	D
j	Anniversary Date	ANNIVERSARY-DATE	37 - 42	6	D
k	Period-end Date (current)	PERIOD-DATE	43 - 48	6	D
1	Period Number (current)	PERIOD-NUMBER	49 - 50	2	N
m	Pay Cycle (current)	PAY-CYCLE	51	1	N
n	Deduction Cycle (current)	DEDUCTION-CYCLE	52	1	N
0	Period-end Date (previous)	SAVE-PERIOD	53 - 58	6	D
p	Period Number (previous)	SAVE-NUMBER	59- 60	2	N
q	Pay Cycle (previous)	SAVE-PAY	61	1	N
r	Deduction Cycle (previous)	SAVE-DEDUCTION	62	1	N
S	Actual Hours	ACTUAL-HOURS	63 - 67	5	N
t	Labor Percent	LABOR-PERCENTAGE	68 - 71	4	N
u	none	spaces	72 - 80	9	n/a

E Transaction

Employee Information* (EF-SCR) and Set Up A New Employee (NH-SCR) forms

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal E	1	1	A
b	none	space	2	1	n/a
c	Employee Nbr	EMPLOYEE-NUMBER	3 - 12	10	A
d	Soc Security	SOCIAL-SECURITY-NBR	13 - 24	12	A
e	Frequency	PAY-FREQUENCY-CODE	25	1	A
f	Payment Type	PAYMENT-CODE	26	1	N
g	FLSA Status	STATUS-CODE	27 - 28	2	A
h	Sex	SEX-CODE	29	1	A
i	Race	RACE-CODE	30 - 31	2	A
j	Union	UNION-CODE	32 - 36	5	A
k	Workers Comp Code	WORKERS-COMP-CODE	37 - 41	5	A
1	Birth	BIRTH-DATE	42 - 47	6	D
m	none	EMPLOYMENT-CODE	48 - 49	2	A
n	Employment	EMPLOYMENT-DATE	50 - 55	6	D
0	none	TERMINATION-DATE	56 - 57	2	A
p	Termination	DATE-OF-TERMINATION	58 - 63	6	D
q	Normal Shift	SHIFT-CODE	64	1	N
r	Split Type	SPLIT-CODE	65	1	N
S	none	JOB-CATEGORY-CODE	66 - 69	4	A
t	User Field	USER-FIELD-E	70	1	A
u	none	FAIR-LABOR-CODE	71	1	A
v	Auto Pay Override	PERIOD-OVERRIDE	72 - 73	2	N
W	none	spaces	74 - 80	7	n/a

Note *Form Field Labels reference this form only.

F1 Transaction

Employee Name And Address* (FF-SCR) and Employee Information (EF-SCR) forms

1	2	3	4	5	6	7	8
150	505	505	05	0 5 .	0	50	50
aabbbbbbbbbbcc	cddddddddd	ldddddddddd	dddddddddd	eeeeeeeee	eeeeeeee	eeeeeeee	efffff

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal F1	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	Name Code	NAME-CODE	13 - 15	3	N
d	Name	NAME	16 - 45	30	A
e	Address	ADDRESS	46 - 75	30	A
f	none	spaces	76 - 80	5	n/a

Note *Form Field Labels reference this form only.

F2 Transaction

Employee Name And Address* (FF-SCR) and Employee Information (EF-SCR) forms

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal F2	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
С	Name Code (from corresponding F1 transaction)	NAME-CODE	13 - 15	3	N
d	none	ADDRESS-2	16 - 45	30	A
e	City/State	CITY-STATE	46 - 70	25	A
f	ZIP	ZIP-CODE	71 - 75	5	N
g	none	spaces	76 - 80	5	n/a

Note *Form Field Labels reference this form only.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

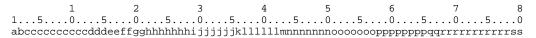
G Transaction

Payroll Home Location/Pay Allocations form (GG-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal E	1	1	A
b	none	space	2	1	n/a
c	none	EMPLOYEE-NUMBER	3 - 12	10	A
d	Allocation Number	LOCATION-NUMBER	13 - 14	2	N
e	Percent Allocated	LOCATION-PERCENT	15 - 19	5	N
f	PL3	CONTROL-3-CODE	20 - 23	4	A
g	L4	CONTROL-4-CODE	24 - 27	4	A
h	L5	CONTROL-5-CODE	28 - 31	4	A
i	L6	CONTROL-6-CODE	32 - 35	4	A
j	Function	FUNCTION-CODE	36 - 45	10	A
k	none	spaces	46 - 80	35	n/a

H Transaction - Earnings

Employee Earnings And Deductions* (HH-SCR) and Employee Pay Rate Or Salary (H1-SCR) forms

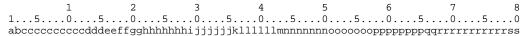


Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal H	1	1	A
b	none	space	2	1	n/a
c	none	EMPLOYEE-NUMBER	3 - 12	10	A
d	HED	HED-NUMBER	13 - 15	3	N
e	Frequency	FREQUENCY-CODE	16 - 17	2	N
f	Туре	TYPE-CODE	18 - 19	2	N
g	Calc Method	METHOD-CODE	20 - 21	2	A
h	Amount/Pct	AMOUNT/PERCENT	22 - 28	7	N
i	Start Method	START-CODE	29	1	N
j	Start Value	START-FIELD	30 - 35	6	N
k	Stop Method	STOP-CODE	36	1	A
1	Stop Value	STOP-FIELD	37 - 42	6	N
m	One-time Rule	ONE-TIME-CODE	43	1	N
n	One-time Amt	ONE-TIME-AMOUNT	44 - 50	7	N
0	Amount One	AMOUNT-ONE	51 - 57	7	N
p	Amount Two	AMOUNT-TWO	58 - 65	8	N
q	Code	USER-CODE	66 - 67	2	A
r	Number	USER-NUMBER	68 - 78	11	A
S	none	spaces	79 - 80	2	n/a

Note *Form Field Labels reference this form only.

H Transaction - Deductions

Employee Earnings And Deductions* (HH-SCR) and Direct Deposit Information (H9-SCR) forms



Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal H	1	1	A
b	none	space	2	1	n/a
c	none	EMPLOYEE-NUMBER	3 - 12	10	A
d	HED	HED-NUMBER	13 - 15	3	N
e	Frequency	FREQUENCY-CODE	16 - 17	2	N
f	Туре	TYPE-CODE	18 - 19	2	N
g	Calc Method	METHOD-CODE	20 - 21	2	A
h	Amount/Pct	AMOUNT/PERCENT	22 - 28	7	N
i	Start Method	START-CODE	29	1	N
j	Start Value	START-FIELD	30 - 35	6	N
k	Stop Method	STOP-CODE	36	1	A
1	Stop Value	STOP-FIELD	37 - 42	6	N
m	One-time Rule	ONE-TIME-CODE	43	1	N
n	One-time Amt	ONE-TIME-AMOUNT	44 - 50	7	N
0	Amount One	AMOUNT-ONE	51 - 57	7	N
p	Amount Two	AMOUNT-TWO	58 - 65	8	N
q	Code	USER-CODE	66 - 67	2	A
r	Number	USER-NUMBER	68 - 78	11	A
S	none	spaces	79 - 80	2	n/a

Note *Form Field Labels reference this form only.

Time Entry and Adjustment Transactions

Format 1 Time Entry Transaction Time Entry - Full Override form (TCFSCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	Entry Function Code	12-CARD-CODE	1 - 2	2	N
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
С	Regular - Hours	12-REGULAR-HOURS	13 - 18	6	N
d	Regular - Rate/Amt	12-REGULAR-RATE	19 - 25	7	N
e	Overtime - Code	12-OT-CODE	26	1	N
f	Overtime - Hours	12-OT-HOURS	27 - 30	4	N
g	Overtime - Rate/Amt	12-OT-RATE	31 - 36	6	N
h	HED Override - HED	12-HED-NBR	37 - 39	3	N
i	Other Overrides - Date	12-PERIOD-DATE	40 - 43	4	D
j	Tax Overrides/Deduction Adjs - Tax Code	12-TAX-TYPE	44	1	A
k	Tax Overrides/Deduction Adjs - Tax Code	12-LOCAL-CODE	45 - 50	6	A
1	Tax Overrides/Deduction Adjs - Type or State	12-STATE-CODE	51 - 52	2	A
m	Location Overrides 3	CONTROL-3-CODE	53 - 56	4	A
n	Location Overrides 4	CONTROL-4-CODE	57 - 60	4	A
0	Location Overrides 5	CONTROL-5-CODE	61 - 64	4	A
p	Location Overrides 6	CONTROL-6-CODE	65 - 68	4	A
q	Location Overrides - Function	FUNCTION-CODE	69 - 78	10	A
r	Other Overrides - Shift	12-SHIFT	79	1	N
S	Other Overrides - Deduct	12-DEDUCTION-CYCLE	80	1	N

Format 1 Time Entry Transaction Time Entry Format 1 form (TCISCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	FC	12-CARD-CODE	1 - 2	2	N
b	Employee Number	EMPLOYEE-NUMBER	3 - 12	10	A
c	Regular - Hours	12-REGULAR-HOURS	13 - 18	6	N
d	Regular - Rt/Amt	12-REGULAR-RATE	19 - 25	7	N
e	Overtime - CD	12-OT-CODE	26	1	N
f	Overtime - Hrs	12-OT-HOURS	27 - 30	4	N
g	Overtime - Rt/Amt	12-OT-RATE	31 - 36	6	N
h	HED	12-HED-NBR	37 - 39	3	N
i	Date - MM-DD	12-PERIOD-DATE	40 - 43	4	D
j	n/a	12-TAX-TYPE	44	1	A
k	n/a	12-LOCAL-CODE	45 - 50	6	A
1	n/a	12-STATE-CODE	51 - 52	2	A
m	PL3	CONTROL-3-CODE	53 - 56	4	A
n	L4	CONTROL-4-CODE	57 - 60	4	A
0	L5	CONTROL-5-CODE	61 - 64	4	A
p	L6	CONTROL-6-CODE	65 - 68	4	A
q	n/a	FUNCTION-CODE	69 - 78	10	A
r	SC	SHIFT-CODE	79	1	N
S	DC	DEDUCTION-CYCLE	80	1	N

Format 1 Time Entry Transaction Rolling Time Entry Format 1 form (TCRSCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	FC	12-CARD-CODE	1 - 2	2	N
b	n/a	EMPLOYEE-NUMBER	3 - 12	10	A
c	Regular - Hours	12-REGULAR-HOURS	13 - 18	6	N
d	Regular - Rt/Amt	12-REGULAR-RATE	19 - 25	7	N
e	Overtime - CD	12-OT-CODE	26	1	N
f	Overtime - Hrs	12-OT-HOURS	27 - 30	4	N
g	Overtime - Rt/Amt	12-OT-RATE	31 - 36	6	N
h	HED	12-HED-NBR	37 - 39	3	N
i	Date - MM-DD	12-PERIOD-DATE	40 - 43	4	D
j	n/a	12-TAX-TYPE	44	1	A
k	n/a	12-LOCAL-CODE	45 - 50	6	A
1	n/a	12-STATE-CODE	51 - 52	2	A
m	PL3	CONTROL-3-CODE	53 - 56	4	A
n	PL4	CONTROL-4-CODE	57 - 60	4	A
0	PL5	CONTROL-5-CODE	61 - 64	4	A
p	PL6	CONTROL-6-CODE	65 - 68	4	A
q	Function	FUNCTION-CODE	69 - 78	10	A
r	SC	SHIFT-CODE	79	1	N
S	DC	DEDUCTION-CYCLE	80	1	N

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Format 1 Time Entry Transaction Time Entry Edit Format 1 form (TC1EDT)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	FC	12-CARD-CODE	1 - 2	2	N
b	n/a	EMPLOYEE-NUMBER	3 - 12	10	A
С	Regular - Hours	12-REGULAR-HOURS	13 - 18	6	N
d	Regular - Rt/Amt	12-REGULAR-RATE	19 - 25	7	N
e	Overtime - CD	12-OT-CODE	26	1	N
f	Overtime - Hrs	12-OT-HOURS	27 - 30	4	N
g	Overtime - Rt/Amt	12-OT-RATE	31 - 36	6	N
h	HED	12-HED-NBR	37 - 39	3	N
i	Date - MM-DD	12-PERIOD-DATE	40 - 43	4	D4
j	Local - T	12-TAX-TYPE	44	1	A
k	Local - Code	12-LOCAL-CODE	45 - 50	6	A
1	St - Tx	12-STATE-CODE	51 - 52	2	A
m	PL3	CONTROL-3-CODE	53 - 56	4	A
n	PL4	CONTROL-4-CODE	57 - 60	4	A
0	PL5	CONTROL-5-CODE	61 - 64	4	A
p	PL6	CONTROL-6-CODE	65 - 68	4	A
q	Function	FUNCTION-CODE	69 - 78	10	A
r	SC	SHIFT-CODE	79	1	N
S	DC	DEDUCTION-CYCLE	80	1	N

Format 1 Time Entry Transaction

Time Entry Edit - Partial Format 1 form (TCFEDT)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	FC	12-CARD-CODE	1 - 2	2	N
b	n/a	EMPLOYEE-NUMBER	3 - 12	10	A
c	Regular - Hours	12-REGULAR-HOURS	13 - 18	6	N
d	Regular - Rt/Amt	12-REGULAR-RATE	19 - 25	7	N
e	Overtime - CD	12-OT-CODE	26	1	N
f	Overtime - Hrs	12-OT-HOURS	27 - 30	4	N
g	Overtime - Rt/Amt	12-OT-RATE	31 - 36	6	N
h	HED	12-HED-NBR	37 - 39	3	N
i	Date - MM-DD	12-PERIOD-DATE	40 - 43	4	D
j	n/a	12-TAX-TYPE	44	1	A
k	n/a	12-LOCAL-CODE	45 - 50	6	A
1	n/a	12-STATE-CODE	51 - 52	2	A
m	PL3	CONTROL-3-CODE	53 - 56	4	A
n	PL4	CONTROL-4-CODE	57 - 60	4	A
0	PL5	CONTROL-5-CODE	61 - 64	4	A
p	PL6	CONTROL-6-CODE	65 - 68	4	A
q	n/a	FUNCTION-CODE	69 - 78	10	A
r	SC	SHIFT-CODE	79	1	N
S	DC	DEDUCTION-CYCLE	80	1	N

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Format 2 Time Entry Transaction

Time Entry Format 2 (TC2SCR) and Time Entry Edit Format 2* (TC2EDT) forms

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	FC	62-CARD-CODE	1 - 2	2	N
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	Reg Hours	62-REGULAR-HOURS	13 - 17	5	N
d	C D	62-OT-CODE	18	1	N
e	OT Hrs	62-OT-HOURS	19 - 22	4	N
f	Hrs 1	62-HOURS-1	23 - 26	4	N
g	Hrs 2	62-HOURS-2	27 - 30	4	N
h	Hrs 3	62-HOURS-3	31 - 34	4	N
i	Hrs 4	62-HOURS-4	35 - 38	4	N
j	Hourly Rate	62-RATE	39 - 44	6	N
k	Amount	62-AMOUNT	45 - 50	6	N
1	St Tx	12-STATE-CODE	51 - 52	2	A
m	CTL3	CONTROL-3-CODE	53 - 56	4	A
n	CTL4	CONTROL-4-CODE	57 - 60	4	A
0	CTL5	CONTROL-5-CODE	61 - 64	4	A
p	CTL6	CONTROL-6-CODE	65 - 68	4	A
q	Function	FUNCTION-CODE	69 - 78	10	A
r	SC	SHIFT-CODE	79	1	N
S	H G	62-GROUP	80	1	N

Note *Form Field Labels reference this form only.

KA Transaction

Manual Payment form (KA-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal KA	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	FICA HI	KA-MEDCARE-WITHHELD	13 - 18	6	N
d	EE-Paid SDI	KA-DISABILITY	19 - 24	6	N
e	none	spaces	25 - 30	6	n/a
f	Federal	KA-FEDERAL-WITHHELD	31 - 39	9	N
g	FICA OASDI	KA-FICA	40 - 45	6	N
h	State	KA-STATE-WITHHELD	46 - 54	9	N
i	EE-Paid SUI	KA-STATE-UNEMPLOY	55 - 59	5	N
j	City	KA-CITY-TAX	60 - 68	9	N
k	County	KA-COUNTY-TAX	69 - 76	8	N
1	none	space	77	1	n/a
m	Action	ACTION-CODE	78	1	A
n	To-date	TO-DATE-CODE	79	1	N
0	Batch	BATCH-CODE	80	1	A

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

KB Transaction

Manual Adjustments form (KB-SCR)

Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
none	the literal KB	1 - 2	2	A
none	EMPLOYEE-NUMBER	3 - 12	10	A
HED	HED-NUMBER	13 - 15	3	N
Amount	HED-AMOUNT-L/H	16 - 24	9	N
Hours	HED-HOURS-CUR	25 - 31	7	N
HED	HED-NUMBER	32 - 34	3	N
Amount	HED-AMOUNT-L/H	35 - 43	9	N
Hours	HED-HOURS-CUR	44 - 50	7	N
HED	HED-NUMBER	51 - 53	3	N
Amount	HED-AMOUNT-L/H	54 - 62	9	N
Hours	HED-HOURS-CUR	63 - 69	7	N
none	spaces	70 - 76	7	n/a
P C	PLUG-CODE	77	1	A
A C	ACTION-CODE	78	1	A
TC	TO-DATE-CODE	79	1	N
ВС	BATCH-CODE	80	1	A
	none none HED Amount Hours HED Amount Hours HED Amount Hours HED A A MOUNT HOURS NONE PC A C T C	none the literal KB none EMPLOYEE-NUMBER HED HED-NUMBER Amount HED-AMOUNT-L/H Hours HED-HOURS-CUR HED HED-NUMBER Amount HED-AMOUNT-L/H Hours HED-AMOUNT-L/H Hours HED-HOURS-CUR HED HED-HOURS-CUR HED HED-HOURS-CUR HED HED-NUMBER Amount HED-AMOUNT-L/H Hours HED-HOURS-CUR none spaces P C PLUG-CODE A C ACTION-CODE T C TO-DATE-CODE	Table none the literal KB 1 - 2 none EMPLOYEE-NUMBER 3 - 12 HED HED-NUMBER 13 - 15 Amount HED-AMOUNT-L/H 16 - 24 Hours HED-HOURS-CUR 25 - 31 HED HED-NUMBER 32 - 34 Amount HED-AMOUNT-L/H 35 - 43 Hours HED-HOURS-CUR 44 - 50 HED HED-NUMBER 51 - 53 Amount HED-AMOUNT-L/H 54 - 62 Hours HED-HOURS-CUR 63 - 69 none spaces 70 - 76 P C PLUG-CODE 77 A C ACTION-CODE 78 T C TO-DATE-CODE 79	none the literal KB 1 - 2 2 none EMPLOYEE-NUMBER 3 - 12 10 HED HED-NUMBER 13 - 15 3 Amount HED-AMOUNT-L/H 16 - 24 9 Hours HED-HOURS-CUR 25 - 31 7 HED HED-NUMBER 32 - 34 3 Amount HED-AMOUNT-L/H 35 - 43 9 Hours HED-HOURS-CUR 44 - 50 7 HED HED-NUMBER 51 - 53 3 Amount HED-AMOUNT-L/H 54 - 62 9 Hours HED-HOURS-CUR 63 - 69 7 none spaces 70 - 76 7 P C PLUG-CODE 77 1 A C ACTION-CODE 78 1 T C TO-DATE-CODE 79 1

KC Transaction

Manual Payment (KA-SCR) and Manual Adjustments* (KB-SCR) forms

 $\begin{array}{ccccccc} 1 & 2 & 3 & 4 & 5 & 6 & 7 & 8 \\ 1 \dots 5 \dots 0 \\ \text{aabbbbbbbbccccccccddddddddeeeeeeffffffgggghhhhiiiijjjjkkkkkkkkkllmmmmmmmnop} \end{array}$

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal KC	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	Net Pay	KC-NET-PAY	13 - 20	8	N
d	Check Number	KC-CHECK-NBR	21 - 28	8	A
e	Period Date	KC-PERIOD-END-DATE	29 - 34	6	D
f	Payment Date	KC-CHECK-DATE	35 - 40	6	D
g	PL3	CONTROL-3-CODE	41 - 44	4	A
h	PL4	CONTROL-4-CODE	45 - 48	4	A
i	PL5	CONTROL-5-CODE	49 - 52	4	A
j	PL6	CONTROL-6-CODE	53 - 56	4	A
k	Function	FUNCTION-CODE	57 - 66	10	A
1	Bank Code	KC-BANK-CODE	67 - 68	2	A
m	Routing Code	KC-ROUTING-CODE	69 - 77	9	A
n	Action Code	ACTION-CODE	78	1	A
0	To-date Code	TO-DATE-CODE	79	1	N
p	Batch Code	BATCH-CODE	80	1	A

Note *Form Field Labels reference this form only.

KD Transaction

Tax Adjustments form (KD-SCR)

 $\begin{array}{cccccccddddddddeeeeeeeeeffffffffggggggggghhhhhhhiiiiijjjjjjkkkklmn \end{array}$

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal KD	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
С	Tax ID	KD-TAX-BODY	13 - 19	7	A
d	Work Wages	KD-WORK-WAGES	20 - 28	9	N
e	Resident Wages	KD-RESIDENT-WAGES	29 - 37	9	N
f	Taxable Wages	KD-TAXABLE-WAGES	38 - 46	9	N
g	Tax Amount	KD-TAX-AMOUNT	47 - 55	9	N
h	Unemploy Wages	KD-UNEMPLOY-WAGES	56 - 62	7	N
i	Disab	KD-DISABILITY	63 - 67	5	N
j	Premium	KD-PREMIUM	68 - 73	6	N
k	Weeks Worked	KD-WEEKS	74 - 77	4	N
1	Action Code	ACTION-CODE	78	1	A
m	To-date Code	TO-DATE-CODE	79	1	N
n	Batch Code	BATCH-CODE	80	1	A

KF Transaction

FICA-OASDI/Total Pay Adjustment form (KF-SCR)

 $\begin{array}{ccccccccdddddddddeeeeeeeeeffffffffggggggggghhhhhhhhiiiiiiiiijjklm \\ \end{array}$

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal KF	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	Employer Wages	KF-EMPLOYER-WAGES	13 - 21	9	N
d	Employee Wages	KF-EMPLOYEE-WAGES	22 - 30	9	N
e	Gross Wages	KK-GROSS-WAGES	31 - 39	9	N
f	Employer OASDI	KF-EMPLOYER-FICA	40 - 48	9	N
g	Employee OASDI	KF-EMPLOYEE-FICA	49 - 57	9	N
h	none	prior employer employee wages (*)	58 - 66	9	N
i	none	prior employer - employee tax	67 - 75	9	N
j	none	spaces	76 - 77	2	n/a
k	Action Code	ACTION-CODE	78	1	A
1	To-date Code	TO-DATE-CODE	79	1	N
m	Batch Code	BATCH-CODE	80	1	A

Note * Common Paymaster ONLY - see Tax Manual

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

KG Transaction

Tax Adjustment - Alternate form (KG-SCR)

 $\begin{array}{cccccccdddddddeeeeeeeefffffffgggggggghhhhhhhhiiiiijjjjjjjkkkklmn\end{array}$

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal KG	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
С	Tax ID	KG-TAX-BODY	13 - 19	7	A
d	Work Wages	KG-WORK-WAGES	20 - 27	8	N
e	Resident Wages	KG-RESIDENT-WAGES	28 - 35	8	N
f	Taxable Wages	KG-TAXABLE-WAGES	36 - 43	8	N
g	Tax Amount	KG-TAX-AMOUNT	44 - 51	8	N
h	Unemploy Wages	KG-UNEMPLOY-WAGES	52 - 59	8	N
i	Disab	KG-DIABILITY	60 - 65	6	N
j	Premium	KG-PREMIUM	66 - 73	8	N
k	Weeks Worked	KG-WEEKS	74 - 77	4	N
1	Action Code	ACTION-CODE	78	1	A
m	To-date Code	TO-DATE-CODE	79	1	N
n	Batch Code	BATCH-CODE	80	1	A

KH Transaction

FICA-HI Adjustments form (KH-SCR)

 $\begin{array}{ccccccccdddddddddeeeeeeeeeffffffffggggggggghhhhhhhhiiiiiiiiijjklm \\ \end{array}$

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal KH	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	Employer Wages	KH-EMPLOYER-WAGES	13 - 21	9	N
d	Employee Wages	KH-EMPLOYEE-WAGES	22 - 30	9	N
e	none	spaces	31 - 39	9	n/a
f	Employer HI	KH-EMPLOYER-FICA	40 - 48	9	N
g	Employee HI	KH-EMPLOYEE-FICA	49 - 57	9	N
h	none	prior employer - employee wages (*)	58 - 66	9	N
i	none	prior employer - employee tax	67 - 75	9	N
j	none	spaces	76 - 77	2	n/a
k	Action Code	ACTION-CODE	78	1	A
1	To-date Code	TO-DATE-CODE	79	1	N
m	Batch Code	BATCH-CODE	80	1	A

Note (*) Common Paymaster ONLY - see Tax Manual

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

KL Transaction

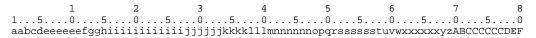
Earnings Adjustments With Labor form (KL-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal KL	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	HED Nbr	KL-HED-NBR	13 - 15	3	N
d	Amount	KL-AMOUNT	16 - 22	7	N
e	Hours	KL-HOURS	23 - 28	6	N
f	Date	KL-PERIOD-DATE	29 - 32	4	N
g	PL3	CONTROL-3-CODE	33 - 36	4	A
h	PL4	CONTROL-4-CODE	37 - 40	4	A
i	PL5	CONTROL-5-CODE	41 - 44	4	A
j	PL6	CONTROL-6-CODE	45 - 48	4	A
k	Function	FUNCTION-CODE	49 - 58	10	A
1	Shift	SHIFT-CODE	59	1	A
m	none	spaces	60 - 76	17	n/a
n	Adj Tax	PLUG-CODE	77	1	A
0	A C	ACTION-CODE	78	1	A
p	TC	TO-DATE-CODE	79	1	N
q	ВС	BATCH-CODE	80	1	A

Functional and Subsystem Transactions

AE Transaction

Payroll Run Process Control form (AE-SCR)



Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal AE	1 - 2	2	A
b	Clear To-Date	CLEAR-TO-DATE	3	1	N
c	Reporting Type	REPORT-GENERATE	4	1	N
d	Purge Rule	PURGE-TERMINATE	5	1	N
e	Run Date	RUN-DATE	6 - 11	6	D
f	Run Type	RUN-TYPE	12	1	N
g	Version Number	VERSION-NUMBER	13 - 14	2	N
h	Print Update	PRINT-UPDATE	15	1	N
i	Report Select	REPORT-SELECTS	16 - 27	1 x 12	N
j	User Date	USER-DATE	28 - 33	6	D
k	User Field	USER-FIELD	34 - 37	4	A
1	none	spaces	38 - 40	3	n/a
m	Frequency	FREQUENCY-IDENTIFIER	41	1	A
n	Payment Date	PAYMENT-DATE	42 - 47	6	D
0	New Period	NEW-PERIOD	48	1	A
p	Pay Cycle	PAY-CYCLE	49	1	N
q	Deduction Cycle	DEDUCTION-CYCLE	50	1	N
r	Frequency	FREQUENCY-IDENTIFIER	51	1	A
S	Payment Date	PAYMENT-DATE	52 - 57	6	D
t	New Period	NEW-PERIOD	58	1	A
u	Pay Cycle	PAY-CYCLE	59	1	N
v	Deduction Cycle	DEDUCTION-CYCLE	60	1	N
W	Frequency	FREQUENCY-IDENTIFIER	61	1	A
X	Payment Date	PAYMENT-DATE	62 - 67	6	D
у	New Period	NEW-PERIOD	68	1	A

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
Z	Pay Cycle	PAY-CYCLE	69	1	N
A	Deduction Cycle	DEDUCTION-CYCLE	70	1	N
В	Frequency	FREQUENCY-IDENTIFIER	71	1	A
С	Payment Date	PAYMENT-DATE	72 - 77	6	D
D	New Period	NEW-PERIOD	78	1	A
Е	Pay Cycle	PAY-CYCLE	79	1	N
F	Deduction Cycle	DEDUCTION-CYCLE	80	1	N

BATCH Transaction

Time-Entry Batch Balancing form (BA-SCR)

P

See Chapter 3: The BATCH Transaction for additional information. $1\dots 5\dots 0\dots 5\dots 0$ aaaaabbbbbbccccdefghhijkkkklllllllmmmmmnnnnnooooooppppppqqqqqqrrrrrrrrssssssss

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal BATCH	1 - 5	5	A
b	none	none CONTROL-1-2		6	A
c	Batch Identifier	BATCH-NUMBER	12 - 15	4	A
d	none	VALIDATE-ONLY	16	1	A
e	none	MODIFY-CONTROLS	17	1	A
f	none	RECYCLE-FILE-INPUT	18	1	A
g	none	ALTERNATE-INPUT-FILES	19	1	A
h	none	VERSION-NUMBER	20 - 21	2	N
i	none	RECON-RUN	22	1	A
j	none	space	23	1	n/a
k	Batch Balance Count	CARD-COUNT	24 - 27	4	N
1	Regular Total-Hours	REGULAR-HOURS	28 - 34	7	N
m	Overtime Total-Hours	OVERTIME-HOURS	35 - 40	6	N
n	One	HOURS-ONE	41 - 46	6	N
0	Two	HOURS-TWO	47 - 52	6	N
p	Three	HOURS-THREE	53 - 58	6	N
q	Four	HOURS-FOUR	59 - 64	6	N
r	Regular Total- Rate/Amount	REGULAR-AMOUNT/RATE	65 - 72	8	N
S	Overtime Total- Rate/Amount	OVERTIME-AMOUNT/RATE	73 - 80	8	N

Reference: US-OS-PR-50 The Solution Series/ST Version 3.0 & 4.5 Issue: B.0 May 2000

D Transaction

Report Requests form (DD-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal D	1	1	A
b	none	space	2	1	n/a
c	Report Code	REPORT-CODE	3 - 6	4	A
d	Report Select	REPORT-SELECT	7	1	A
e	Adjustments Plus	REPORT-PLUS	8	1	N
f	Adjustments Minus	REPORT-MINUS	9	1	N
g	Adjustments Manual	REPORT-MANUAL	10	1	N
h	To-date Amounts Current	REPORT-CURRENT	11	1	N
i	To-date Amounts Month	REPORT-MONTH	12	1	N
j	To-date Amounts Quarter	REPORT-QUARTER	13	1	N
k	To-date Amounts Year	REPORT-YEAR	14	1	N
1	Data Types Company Level	REPORT-COMPANY	15	1	N
m	Data Types Tax Tables	REPORT-TAX	16	1	N
n	Data Types Labor Record	REPORT-LABOR	17	1	N
0	Data Types Other Record	REPORT-OTHER	18	1	N
p	User Field	USER-D-FIELD	19 - 22	4	A
q	Extra Copy	EXTRA-COPY-CODE	23	1	A
r	none	spaces	24 - 80	56	n/a

ER Transaction

Payment Reversal/Clearing form (ER-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal ER	1 - 2	2	A
b	Bank Code	ER-BANK-CODE	3 - 4	2	A
С	Recon Number	ER-RECON-NUMBER	5 - 12	8	N
d	Net Payment Amount	ER-PAYMENT-AMOUNT	13 - 21	9	N
e	Recon Clear Option	ER-RECON-CLEAR-CODE	22	1	A
f	To-date Rule	ER-TO-DATE-CODE	23	1	N
g	Adjust Batch Code	ER-ADJ-BATCH-CODE	24	1	A
h	Routing Number	ER-ROUTING-NUMBER	25 - 33	9	N
i	none	spaces	34 - 80	47	n/a

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

PE Transaction

Pay Period-End Maintenance form (PE-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal PE	1 - 2	2	A
b	none	EMPLOYEE-NUMBER	3 - 12	10	A
c	Pay Period End Date	PERIOD-TABLE	13 - 18	6	N
d	Period HED Amount	PERIOD-AMOUNT	19 - 27	9	N
e	Period HED Hours	PERIOD-HOURS	28 - 36	9	N
f	Period Weeks Worked	PERIOD-WEEKS	37 - 45	9	N
g	none	spaces	46 - 80	35	n/a

WL Transaction

WL Record Maintenance form (WL-SCR)

Layout ID	Form Field Label	Field Name from Field Name Table	Position	Number of Positions	Type (A, N or D)
a	none	the literal WL	1 - 2	2	A
b	Table Type	WL-TABLE	3 - 4	2	A
С	Table Key	WL-KEY	5 - 27	23	A
d	Field 1	WL-FIELD-1	28 - 53	26	A
e	Field 2	WL-FIELD-2	54 - 79	26	A
f	none	DELETE-CODE	80	1	A

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

NOTES

B

Software Maintenance and Updates

About this Appendix

This appendix discusses various software maintenance issues. The importance of keeping your software current, recommended backup schedules, and the different methods of maintaining and updating your software are all discussed in detail.

Keeping your software current

Due to the frequently changing regulatory reporting and tax calculation requirements, it is very important that you maintain the most recent software release. In addition, by keeping your software current, you can take advantage of new features and enhancements

Cyborg's support policy states that changes, enhancements, and fixes are made to the current, supported software releases. Temporary program fixes, known as PTFs, and corrections made to problems you submit, known as Problem Notifications, are developed and tested only on the supported releases.

If you experience a problem operating The Payroll Solution, and you are not using a supported release or update bulletin, you must update your software and retest it to determine whether or not the problem still exists. To keep your software current, you must routinely perform the following maintenance:

- back up your Employee Database files
- apply software updates

Backing up your files

Cyborg recommends that you back up your production database and sequential files every day. Cyborg also recommends that you back up source and executable processing programs with each software update.

You are responsible for backing up and restoring your files. You may use Cyborgsupplied backup procedures and utility programs or appropriate backup utilities already available at your site.

Software updates

Cyborg recommends that you install software updates as soon as possible after you receive them. Documentation generally accompanies the updates. Follow all instructions included with the documentation. Avoid taking shortcuts.

Software updates are distributed in one of three ways:

- scheduled updates
- unscheduled updates
- optional update method

Scheduled updates

Software updates issued to you are called update bulletins and are released on a regularly scheduled basis. It is your responsibility to upgrade your files to the latest software release. If you are unable to upgrade to the latest release level, you should contact Cyborg's Client Services Division for assistance.

Each update bulletin issued by Cyborg lists an Expiration of Support Date. This is the date by which you must install the latest release version. If you do not meet this deadline and require software support, you will be referred to the Client Services Division.

There are three types of update bulletins:

- Payroll Update Bulletins (PUBs)
- Solution Series Update Bulletins (SUBs)
- Tax Update Bulletins (TUBs)

Applying scheduled update bulletins

To ensure the accuracy and effectiveness of an update, extensive quality testing procedures are performed. To guarantee that your installed update maintains the same level of quality, you must:

- read the bulletin thoroughly
- follow the installation instructions carefully and exactly as documented
- run your current production software parallel to software with the update applied for at least two complete payroll cycles

Shortcuts or omissions of any of the steps contained within the update bulletin should not be considered.

Payroll Update Bulletins

PUBs (Payroll Update Bulletins) are issued when changes to the batch payroll processing programs are required, or when significant enhancements have been completed. These updates affect programs P2EDIT, O4CALC, P4CALC, P5PRNT, P5W2PR, P9CNVT, and the batch payroll report generators.

A PUB is normally delivered on magnetic media and includes documentation. PUBs are also available on CUBBS (Cyborg Users Bulletin Board Service).

Solution Series Update Bulletins

SUBs (Solution Series Update Bulletins) are issued when changes to *The Solution Series/ST* software are required, or when significant enhancements have been completed. These updates affect COBOL programs CBSVB, CBSVBT, CBSVO, and CBSVOT and usually some Cyborg Scripting Language reports, forms, utilities, and processing programs.

A SUB is normally delivered on magnetic media and includes documentation. SUBs are also available on CUBBS.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000 The magnetic medium generally contains the System Control Repository (FILE01) changes. A major update, however, may contain a replacement System Control Repository. The source code for COBOL programs CBSVB, CBSVBT, CBSVO, and CBSVOT for your specific machine type may also be included with major update bulletins.

Documentation for PUBs and SUBs

The documentation for each PUB and SUB contains the following:

- summary of the new features included in the update
- presentation of the activities involved with implementing the update
- description of the steps required by technical personnel to resolve any customization issues
- installation instructions

Supplements are often included in the documentation for a PUB and SUB. An example of a supplement might be a listing of any previously released Program Temporary Fixes that are now incorporated into the system.

Tax Update Bulletins

TUBs (Tax Update Bulletins) are issued when changes are made to federal, state, or local tax specification records.

A TUB includes documentation that relates essential information about the tax changes and what you need to do to implement them successfully. Two files are also included with the TUB:

- Tax Authority File
- Tax Maintenance File

A TUB is usually available only on CUBBS.

Tax Authority File

The Tax Authority File contains current specifications for all taxes maintained by Cyborg, including the ones updated for the TUB.

Never attempt to change a Tax Authority File supplied by Cyborg. It is always complete as supplied to your organization.

Tax Maintenance File

The Tax Maintenance File contains only the fields that must be changed in the corresponding tax specification record.



P

See the Maintaining Payroll Taxes for more information on Tax Update Bulletins.

Unscheduled updates

Two types of updates are sent out on an unscheduled, as needed, basis.

Product Alert

If, after an update bulletin has been released, a problem is discovered in the software that may seriously affect payroll processing, a correction (in the form of a Program

Temporary Fix) is written for the affected software and is immediately sent to all of Cyborg's customers.

Product Alerts are always available on CUBBS.

Program Temporary Fix (PTF)

Software changes, often resulting from Problem Notifications that are submitted by Cyborg's customers, are made available on CUBBS after corrections are made. Occasionally, enhancements are sent in the form of PTFs as well.

The PTF and its accompanying documentation are on CUBBS. Cyborg recommends that if you are experiencing the symptoms described in the documentation, or if you desire the enhancement, apply the PTF.

Applying Unscheduled Updates

Documentation for unscheduled updates accompanies the update. Installation instructions are included and must be followed exactly. You must immediately install all Product Alerts and any PTFs that describe symptoms you are experiencing.

CUBBS

Cyborg supports CUBBS, the online facility for obtaining current software updates, bulletins, and releases. The following information is available on CUBBS:

- Update bulletins
- Product Alerts not yet issued as part of an update bulletin
- PTFs not yet issued as part of an update bulletin
- the most recent two TUBs (Tax Authority File, Tax Maintenance File, and documentation)

If necessary, contact Cyborg's Installation Department for more information about this optional method of obtaining updates.

NOTES



Pay Document Program Setup

About This Appendix

This appendix contains information describing the available pay document formats that may be used to issue pay stubs and checks or deposit advices to your employees.

The Payroll Solution programs that support these formats are:

- Pay Document Check and Pay Stub (6868)
- Pay Document Deposit Advice and Pay Stub (6767)

Pay document forms are available from Form Solutions, the preferred Cyborg forms supplier selected by the Cyborg User Association.

Included in this appendix are:

- descriptions of the various pay document formats
- brief discussions about options for printing additional information on pay documents
- instructions for setting up the report requests for the pay document
- descriptions of the parameters for extracting the specific report programs needed for each of the pay document formats

This manual includes sections that describe:

- the steps necessary to extract the pay document report programs from CYBMST and load them onto the Cyborg system
- the procedures for printing and reprinting pay documents

Pay document formats

Nine different pay document formats are available for producing pay documents. Each format is available for both checks and deposit advices.

Each format has unique characteristics designed to meet customer needs, such as:

- position of check or deposit advice and pay stub
- number of earning and deduction detail lines
- heat-seal format

In the following descriptions, the term *pay document* refers to the check or deposit advice and pay stub.

Format code chart

The following chart contains The Payroll Solution-Form Solutions code for each pay document format and a brief description of the format. A C at the end of a code designates a check, and a D designates a deposit advice.

Code	Description
SC\SD	Side-by-side, pay document on right
XSC\XSD	Expanded side-by-side, pay document on right
OC\OD	Pay document over stub
UC\UD	Pay document under stub
XUC\XUD	Pay document under expanded stub
CC\CD	C-fold, heat seal, pay document under stub
HC\HD	Side-by-side, heat seal, pay document on right
XHC\XHD	Expanded side-by-side, heat seal, pay document on right
MC\MD	Self mailer, pay document under stub

For a brochure showing these pay document formats, contact Form Solutions at (847) 537-6464.

Format descriptions

SC/SD Side-by-side, pay document on right

This is a side-by-side format with the pay stub on the left. The form prints:

- six lines per inch
- 21 lines with 20 lines of physical print detail
- 132 characters wide

A print lineup character prints on the second line of the pay document in position 132. On the pay stub, the maximum number of earning and deduction detail lines is 12, with the 13th line reserved for Other and the 14th for Total or Net Pay.

XSC/XSD Expanded Side-by-side

This is an expanded side-by-side format with the pay stub on the left. The form prints:

- eight lines per inch
- 44 lines with 43 lines of physical print detail
- 132 characters wide

A print lineup character prints on the third line of the pay document in position 132. On the pay stub, the maximum number of earning and deduction detail lines is 25, with the 26th line reserved for Other and the 27th for Total or Net Pay.

OC/OD Pay Document over Pay Stub

This is a pay document-over-pay-stub format. The form prints:

six lines per inch

Reference: US-OS-PR-50 Issue: B.0 The Solution Series/ST Version 3.0 & 4.5 May 2000

- 42 lines with 41 lines of physical print detail, 21 lines for the pay stub, and 20 lines for the face of the pay document
- 83 characters wide

A print lineup character prints on the second line in position 85. The maximum number of earning and deduction detail lines is 12, with the 13th line reserved for Other and the 14th line for Total or Net Pay.

UC/UD Pay Document under Pay Stub

This is a pay document-under-pay-stub format. The form prints:

- six lines per inch
- 42 lines with 41 lines of physical print detail, 20 lines for the pay stub and 21 lines for the face of the pay document
- 83 characters wide

A print linear character prints on the second line in position 85. The maximum number of earning and deduction detail lines is 12, with the 13th line reserved for Other and the 14th line for Total or Net Pay.

XUC/XUD Expanded Pay Document under Pay Stub

This is an expanded pay document-under-pay-stub format. The form prints:

- six lines per inch
- 66 lines with 65 lines of physical print detail, 44 lines for the pay stub and 21 lines for the face of the pay document.
- 83 characters wide

A print lineup character prints on the second line in position 85. The maximum number of earning and deduction detail lines is 33, with the 34th line reserved for Other and the 35th line for Total or Net Pay.

CC/CD C-fold. Heat Seal

This is a C-fold heat-seal format. The form prints:

- six lines per inch
- 66 lines with 65 lines of physical print detail, 44 lines for the pay stub and 21 lines for the face of the pay document
- 83 characters wide

A print lineup character prints on the second line in position 85. The maximum number of earning and deduction detail lines is 18, with the 19th line reserved for Other and the 20th line for Total or Net Pay.

HC/HD Side-by-side, Heat Seal

This is a side-by-side heat-seal format. The form prints:

- at eight lines per inch
- 34 lines with 33 lines of physical print detail
- 132 characters wide

Reference: US-OS-PR-50 The Solution Series/ST Version 3.0 & 4.5 A print lineup character prints on the fifth line in position 132. The maximum number of earning and deduction detail lines is 12, with the 13th line reserved for Other and the 14th line for Total or Net Pay.

XHC/XHD Expanded Side-by-side, Heat Seal

This is an expanded side-by-side heat-seal format. The form prints:

- eight lines per inch
- 44 lines with 43 lines of physical print detail
- 132 characters wide

A print lineup character prints on the fifth line in position 132. The maximum number of earning and deduction detail lines is 22, with the 23rd line reserved for Other and the 24th line for Total or Net Pay.

MC/MD Self-mailer

This is an expanded pay document-under-pay-stub format. The form prints:

- six lines per inch
- 44 lines with 43 lines of physical print detail, 22 lines for the pay stub and 21 lines for the face of the pay document
- 95 characters wide

A print lineup character prints on the second line in position 92. The maximum number of earning and deduction detail lines is 12, with the 13th line reserved for Other and the 14th line for Total or Net Pay.

Pay document contents

Standard information

The blocks of information on pay documents are:

- Employee Name and Address on the face of the check or deposit advice
- Net Pay and Payment Date
- Pay Stub Descriptive Data
- employee name, number, Social Security number
- period-end date
- employee's department
- hourly rate or pay period salary
- Earning Detail
- Deduction Detail
- Pay Document Number

Optional information

Options for printing additional information allow you to customize your pay documents to satisfy your particular reporting needs.

Pay stub message

You can type a one-line or two-line message to appear on each pay stub. This is done through the Payment Document Messages form. The message is automatically deleted after the payroll is processed.

■ Additional pay document information

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000 You may specify certain additional information to print on pay documents, through the Payment Document Print Options - Part 1 and Payment Document Print Options - 2 forms. This additional information is briefly described in the following section.

Briefly, the options allow:

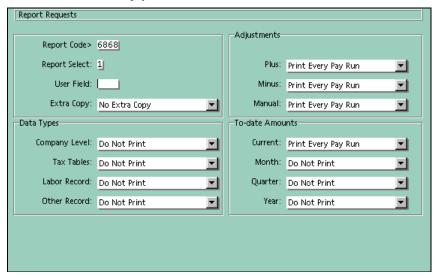
- Printing additional line of distribution information containing Organization level 1 and 2 and Payroll level 3 through 6 and Function information. This line prints above the name and address area on the face of the check or deposit advice.
- Printing a maximum of five header lines on the face of the check or deposit advice. A common use for these lines is to print a pay-through message for those organizations located in states that require checks to be either drawn on or honored by a local bank.
- Designating which Department Source (control level) to print in the Dept area on the pay stub.
- Identifying a maximum of three vacation earnings, which are accumulated and reported as available vacation hours. Information on current year vacation hours and carryover vacation hours could be totaled and printed on the pay document.
- Identifying a maximum of three sick earnings, which are accumulated and reported as employee's available sick hours. The year-to-date total amounts for earning and deduction items with no current amount is reported with a description of Other Earnings or Other Deductions.
- Not printing either an earning or a deduction detail line if the current period amount is equal to 0 (zero). The year-to-date total amounts for earning and deduction items with no current amount is reported with a description of Other Earnings or Other Deductions.
- Printing the Period Begin Date on the pay stub, an option required by some states.

Cyborg recommends that you perform a test run to verify that all optional data is printed as specified on the Payment Document Print Options forms.

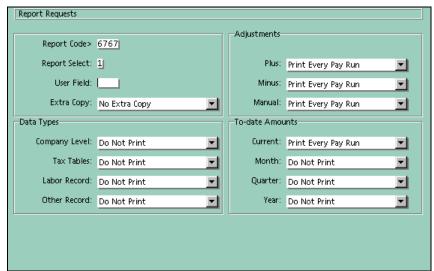
Entering report requests

To request pay documents, you type the report numbers 6767 and 6868 on the Report Requests form. Make these entries before you run your first payroll.

The Report Requests form below shows the entries required to generate the pay documents for check and pay stub.



The next Report Requests form shows the entries required to generate the pay documents for deposit advice.



Extracting pay document formats

To load the appropriate code for the specific pay document format being implemented, you must extract report generators 6767 and 6868 from CYBMST using a specific set of parameters for the format you are using.

The necessary extract parameter records for each pay document format are listed on the following pages.

Extract parameter records for Format SC/SD

```
1 1 2 2 3 3 4 4 5 5 6 6 ...5...0...5...0...5...0...5 P9CNVT AHJ

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.RPT68
999999
```

Extract parameter records for Format XSC/XSC

```
1 1 2 2 3 3 4 4 5 5 6 6 ...5...0...5...0...5...0...5 P9CNVT ZHJ

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.RPT68
999999
```

Extract Parameter Records for Format OC/OD

```
1 1 2 2 3 3 4 4 5 5 6 6 ...5...0...5...0...5...0...5...0...5

P9CNVT DIJ

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.RPT68
999999
```

Extract Parameter Records for Format UC/UD

```
1 1 2 2 3 3 4 4 5 5 6 6 ...5...0...5...0...5...0...5 P9CNVT RIJ

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.RPT68
999999
```

Extract Parameter Records for Format XUC/XUD

```
1 1 2 2 3 3 4 4 5 5 6 6
...5...0...5...0...5...0...5...0...5

P9CNVT PIJ

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.RPT68
999999
```

Extract Parameter Records for Format CC/CD

```
1 1 2 2 3 3 4 4 5 5 6 6 ...5...0...5...0...5...0...5...0...5

P9CNVT EIJ

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.SRT68
999999
```

Extract Parameter Records for Format HC/HD

```
1 1 2 2 3 3 4 4 5 5 6 6
...5...0...5...0...5...0...5...0...5

PPCNVT QHK

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.SRT68
999999
```

Extract Parameter Records for Format XHC/XHD

```
1 1 2 2 3 3 4 4 5 5 6 6 ...5...0...5...0...5...0...5 P9CNVT GHK

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.RPT68
999999
```

Extract Parameter Records for Format MC/MD

```
1 1 2 2 3 3 4 4 5 5 6 6 ...5...0...5...0...5...0...5...0...5

P9CNVT UIJ

** R.SRT67
999999

** R.RPT67
999999

** R.SRT68
999999

** R.SRT68
999999
```



Laser Check Printing

About This Appendix

Westcorp Software Systems, Inc. Laser MICR Check Printing System

The Payroll Solution provides the capability of interfacing with the Westcorp Software Systems, Inc. (WSSI) Laser MICR check printing system. Two separate pay document formats may be interfaced with the Westcorp software.

■ Stub-over Pay Document (UC/UD)

The UC/UD format creates 14 lines of earning and deduction detail.

■ Extended Stub-over Pay Document (XUC/XUD)

The XUC/XUD format creates 35 lines of earning and deduction detail.

While these are the only two formats that interface with Westcorp, you are not limited to these print formats for the final pay document layout. The Westcorp software allows you to format your own pay document layout.

Application instructions for the Westcorp Interface

Once the PRINTU and PRINTV files have been created, use the tool of your choice to download them to the PC used to print laser checks. These files should be in ASCII format. Once the files are on the PC, the Westcorp software will use this data to create the pay documents.

The number of records created for each payment differs by pay document format. The following section describes the transaction layout for each record generated for the two supported pay document formats.

Technical considerations for the Westcorp Interface

The payroll batch print program, P5PRNT, creates the standard PRINTU and PRINTV output files from the payroll run. Establish these files within your job command stream, but do not define them with carriage control characters.

To create the proper format for WSSI, you must make changes specific to the pay document. Include the appropriate overrides as shown below for the pay document format that you are using. If you do not use these overrides, the files created for WSSI will not be correctly formatted. This will create interface problems.

```
** R.SRT67
  999999
  ** R.RPT67
  R667088120711206015047
                                        00119010270782407332012
           MODIFIED TO PRODUCE WESTCORP INTERFACE FILE
  999999
  ** R.SRT68
  999999
  ** R.RPT68
  R668080120711206015047
                                   88
                                        00119010270782407332012
  R768100*
            MODIFIED TO PRODUCE WESTCORP INTERFACE FILE
  999999
```

Overrides to the Stub-over Pay Document (UC/UD) format

```
1...5....0....5....0....5....0....5....0....5....0
  ** R.SRT67
  999999
  ** R.RPT67
                                                00141010510784807332012
  R667090120711206015047
                                         88
  R767106*
              MODIFIED TO PRODUCE WESTCORP INTERFACE FILE
  999999
  ** R.SRT68
  999999
  ** R.RPT68
  R668082120711206015047
                                                00141010510784807332012
  R768100*
             MODIFIED TO PRODUCE WESTCORP INTERFACE FILE
  999999
```

Stub-over Pay Document (UC/UD) transaction layouts

The interface for this format consists of 42 records for each payment. Each record is 132 bytes long and is written either to PRINTU (checks) or PRINTV (deposit advices).

Record Number 01

Field Length	From	То	Description	Field Type
20	01	20	spaces	Space(s)
10	21	30	Employee Number	Alphanumeric
01	31	31	space	Space(s)
30	32	61	Employee Name (Last, First M)	Alphanumeric
01	62	62	space	Space(s)
11	63	73	Social Security Number	Alphanumeric
01	74	74	space	Space(s)
08	75	82	Period End Date (MM/DD/YY)	Date (MM/DD/YY)
02	83	84	space	Space(s)
01	85	85	H (Line-Up Skew)	Alphanumeric
47	86	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 03

Field Length	From	То	Description	Field Type
20	01	20	spaces	Space(s)
08	21	28	Payment Date	Date (MM/DD/YY)
01	29	29	space	Space(s)
08	30	37	Hourly Rate/Pay Period Salary	Numeric with 2 decimal places
				or
				Numeric with 4 decimal places
01	38	38	space	Space(s)
04	39	42	Department	Alphanumeric
01	43	43	space	Space(s)
08	44	51	Vacation Hours Balance	Numeric with 2 decimal places
01	52	52	space	Space(s)
08	53	60	Sick Hours Balance	Numeric with 2 decimal places
14	61	74	space	Space(s)
08	75	82	Period Begin Date	Date (MM/DD/YY)
50	83	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Numbers 05 through 18

Field Length	From	То	Description	Field Type
01	01	01	spaces	Space(s)
15	02	16	Earnings Description	Alphanumeric
01	17	17	space	Space(s)
07	18	24	Current Hours	Numeric with 2 decimal places
01	25	25	space	Space(s)
09	26	34	Current Dollars	Numeric with 2 decimal places
01	35	35	space	Space(s)
10	36	45	Year-To-Date Dollars	Numeric with 2 decimal places
01	46	46	space	Space(s)
15	47	61	Tax/Deduction Description	Alphanumeric
01	62	62	space	Space(s)
09	63	71	Current Tax/Deduction Amount	Numeric with 2 decimal places
01	72	72	space	Space(s)
10	73	82	Year-To-Date Tax/Deduction Amt	Numeric with 2 decimal places
50	83	132	spaces	Space(s)

Record Number 19

Field Length	From	То	Description	Field Type
09	01	09	spaces	Space(s)
67	10	76	Pay Document Message Line 1	Alphanumeric
56	77	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
09	01	09	spaces	Space(s)
67	10	76	Pay Document Message Line 2	Alphanumeric
56	77	132	spaces	Space(s)

Record Number 21

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 22

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #1	Alphanumeric
85	48	132	spaces	Space(s)

Record Number 23

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #2	Alphanumeric
85	48	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #3	Alphanumeric
25	48	72	spaces	Space(s)
08	73	80	Pay Document Number (Check Number)	Numeric with no decimal places
52	81	132	spaces	Space(s)

Record Number 25

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #4	Alphanumeric
85	48	132	spaces	Space(s)

Record Number 26

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #5	Alphanumeric
85	48	132	spaces	Space(s)

Record Number 27

Field Length	From	То	Description	Field Type
82	01	82	Net Pay in Words	Alphanumeric
50	83	132	spaces	Space(s)

Record Number 28

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
41	01	41	spaces	Space(s)
08	42	49	Payment Date	Date (MM/DD/YY)
05	50	54	spaces	Space(s)
09	55	63	Net Pay Amount	Protected Numeric (*****99)
69	64	132	spaces	Space(s)

Record Numbers 30 through 32

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 33

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
02	12	13	Org level 1	Alphanumeric
04	14	17	Org level 2	Alphanumeric
04	18	21	Payroll level 3	Alphanumeric
04	22	25	Payroll level 4	Alphanumeric
04	26	29	Payroll level 5	Alphanumeric
04	30	33	Payroll level 6	Alphanumeric
10	34	43	Function	Alphanumeric
89	44	132	spaces	Space(s)

Record Number 34

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Employee Name (First M. Last)	Alphanumeric
91	42	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Address Line #1	Alphanumeric
91	42	132	spaces	Space(s)

Record Number 36

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Address Line #2	Alphanumeric
91	42	132	spaces	Space(s)

Record Number 37

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Address Line #3	Alphanumeric
91	42	132	spaces	Space(s)

Record Numbers 38 through 42

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Extended Stub-over Pay Document (XUC/XUD) Transaction Layouts

The interface for this format consists of 66 records for each payment. Each record is 132 bytes long and is written either to PRINTU (checks) or PRINTV (deposit advices). The transaction layouts for the XUC/XUD format are below.

Record Number 01

Field Length	From	То	Description	Field Type
20	01	20	spaces	Space(s)
10	21	30	Employee Number	Alphanumeric
01	31	31	space	Space(s)
30	32	61	Employee Name (Last, First M)	Alphanumeric
01	62	62	space	Space(s)
11	63	73	Social Security Number (999- 99-9999)	Alphanumeric
01	74	74	space	Space(s)
08	75	82	Period End date (MM/DD/YY)	Date (MM/DD/YY)
02	83	84	space	Space(s)
01	85	85	H (Line-Up Skew)	Alphanumeric
47	86	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 03

Field Length	From	То	Description	Field Type
20	01	20	spaces	Space(s)
08	21	28	Payment Date	Date (MM/DD/YY)
01	29	29	space	Space(s)
08	30	37	Hourly Rate/Pay Period Salary	Numeric with 2 decimal places
				or
				Numeric with 4 decimal places
01	38	38	space	Space(s)
04	39	42	Department	Alphanumeric
01	43	43	space	Space(s)
08	44	51	Vacation Hours Balance	Numeric with 2 decimal places
01	52	52	space	Space(s)
08	53	60	Sick Hours Balance	Numeric with 2 decimal places
14	61	74	space	Space(s)
08	75	82	Period Begin Date	Date (MM/DD/YY)
50	83	132	spaces	Space(s)

Field Length	From	To	Description	Field Type
132	01	132	spaces	Space(s)

Record Numbers 05 through 39

Field Length	From	То	Description	Field Type
01	01	01	spaces	Space(s)
15	02	16	Earnings Description	Alphanumeric
01	17	17	space	Space(s)
07	18	24	Current Hours	Numeric with 2 decimal places
01	25	25	space	Space(s)
09	26	34	Current Dollars	Numeric with 2 decimal places
01	35	35	space	Space(s)
10	36	45	Year-To-Date Dollars	Numeric with 2 decimal places
01	46	46	space	Space(s)
15	47	61	Tax/Deduction Description	Alphanumeric
01	62	62	space	Space(s)
09	63	71	Current Tax/Deduction Amount	Numeric with 2 decimal places
01	72	72	space	Space(s)
10	73	82	Year-To-Date Tax/Deduction Amt	Numeric with 2 decimal places
50	83	132	spaces	Space(s)

Record Number 40

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
09	01	09	spaces	Space(s)
67	10	76	Pay Document Message Line 1	Alphanumeric
56	77	132	spaces	Space(s)

Record Number 42

Field Length	From	То	Description	Field Type
09	01	09	spaces	Space(s)
67	10	76	Pay Document Message Line 2	Alphanumeric
56	77	132	spaces	Space(s)

Record Number 43

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 44

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 45

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #1	Alphanumeric
85	48	132	spaces	Space(s)

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #2	Alphanumeric
85	48	132	spaces	Space(s)

Record Number 47

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #3	Alphanumeric
85	48	132	spaces	Space(s)

Record Number 48

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #4	Alphanumeric
25	48	72	spaces	Space(s)
08	73	80	Pay Document Number (Check Number)	Numeric with no decimal places
52	81	132	spaces	Space(s)

Record Number 49

Field Length	From	То	Description	Field Type
17	01	17	spaces	Space(s)
30	18	47	Optional Pay Document Header #5	Alphanumeric
85	48	132	spaces	Space(s)

Record Number 50

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 51

Field Length	From	То	Description	Field Type
82	01	82	Net Pay in Words	Alphanumeric
50	83	132	spaces	Space(s)

Record Number 52

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 53

Field Length	From	То	Description	Field Type
41	01	41	spaces	Space(s)
08	42	49	Payment Date	Date (MM/DD/YY)
05	50	54	spaces	Space(s)
09	55	63	Net Pay Amount	Protected Numeric (******99)
69	64	132	spaces	Space(s)

Record Numbers 54 through 56

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

Record Number 57

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
02	12	13	Org level 1	Alphanumeric
04	14	17	Org level 2	Alphanumeric
04	18	21	Payroll level 3	Alphanumeric
04	22	25	Payroll level 4	Alphanumeric
04	26	29	Payroll level 5	Alphanumeric
04	30	33	Payroll level 6	Alphanumeric
10	34	43	Function	Alphanumeric
89	44	132	spaces	Space(s)

Record Number 58

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Employee Name (First M. Last)	Alphanumeric
91	42	132	spaces	Space(s)

Record Number 59

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Address Line #1	Alphanumeric
91	42	132	spaces	Space(s)

Record Number 60

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Address Line #2	Alphanumeric
91	42	132	spaces	Space(s)

Record Number 61

Field Length	From	То	Description	Field Type
11	01	11	spaces	Space(s)
30	12	41	Address Line #3	Alphanumeric
91	42	132	spaces	Space(s)

Record Numbers 62 through 66

Field Length	From	То	Description	Field Type
132	01	132	spaces	Space(s)

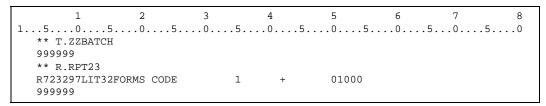
The Forms Solutions ACP Laser Check Interface

The Payroll Solution provides compatibility with the Forms Solutions ACP Laser Check Interface. The output from this interface can be mapped into one of several different pay document formats.

Technical considerations for the Forms Solutions Interface

The Payroll Solution provides the capability of printing pay documents on laser printers. This is accomplished by processing a unique pay document output file by the Form Solutions ACP Laser Check software. You can map the output to one of several different pay document formats.

Use the override shown below to extract system generator RPT 23 and reload it on a maintenance run.



Use the overrides provided to extract the P5PRNT program and recompile. The output file forms code is L, and it creates the ACPCHK file. This file consists of ten 430 character records per pay document.

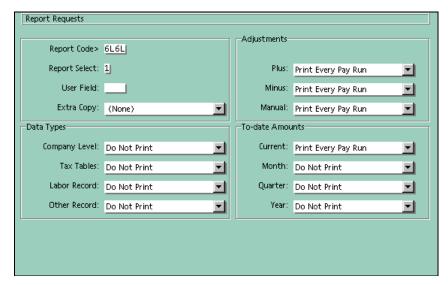
All of the normal P5PRNT pay document functions (recon number assignment, payment register, and feed to combined register) will occur when you use this interface.

The system creates a single record per payment for checks and deposit advices. These records are written to the PRINTL file. You must establish this file within your job stream. Once the file has been created, it must be processed by the Form Solutions software.

Application instructions for the Forms Solutions Interface

Report generators 6K6K and 6L6L are used to create the records to be written to the PRINTL output file. These generators must be loaded to your Sequential Master File (P20IN). The following form shows the Report Requests form (DD-SCR) for the Forms Solutions Check (6K6K) report. Those fields which differ from the default values for the form are listed below.

Field name	Field value
Report Code	6L6L
1	0
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run



You must delete or deactivate Report Requests forms for other pay document generators, such as 6060, 6161, 6767, and 6868.

Bank information is controlled by a four-character key supplied to the Form Solutions software. This key is a combination of the two-character Bank Code from the Company Options form and the Organization level 1 code. This key is required to provide the print software with the correct bank information used in the printing of the MICR information. Additional information is included in the Form Solutions Laser ACP Check software setup guide.

Record Layouts for the PRINTL File

The following table contains the record layouts for the PRINTL file. Amount fields contain commas and decimals.

Field Length	From	То	Description	Field Type
04	01	04	Department	Alphanumeric
30	05	34	Control-1 Name	Alphanumeric
30	35	64	Control-1 Address Line 1	Alphanumeric
25	65	89	Control-1 City/State	Alphanumeric
05	90	94	Control-1 Zip	Alphanumeric
10	95	104	Employee Number	Alphanumeric
30	105	134	Employee Name (Last, F.M.)	Alphanumeric
08	135	142	Period Begin Date	Date (MM/DD/YY)
08	143	150	Period End Date	Date (MM/DD/YY)
09	151	159	Pay Document Number	999999999 (no decimals)
10	160	169	Net Pay Amount	S9(8)v99
10	170	179	Total Current Earnings	S9(8)v99
10	180	189	Total Current Taxes	S9(8)v99
10	190	199	Total Current Deductions	S9(8)v99
10	200	209	Total Current Net Pay	S9(8)v99
01	210	210	Filler	Alphanumeric
10	211	220	Total YTD Earnings	S9(8)v99
10	221	230	Total YTD Taxes	S9(8)v99
10	231	240	Total YTD Deductions	S9(8)v99
10	241	250	Total YTD Net Pay	v
01	251	251	Filler	Alphanumeric
07	252	258	Available Vacation Hours	999999.99
07	259	265	Available Sick Hours	999999.99
01	266	266	Federal Marital Status	Alphanumeric
03	267	269	Federal Exemptions	99999999 (no decimals)
07	270	276	Federal Additional Tax Amount/Percent	999999.99 or 9999.9999

Field Length	From	То	Description	Field Type
01	277	277	State Marital Status	Alphanumeric
01	278	278	Filler	Alphanumeric
02	279	280	State Exemptions	999999999 (no decimals)
07	281	287	State Additional Tax Amount/Percent	999999.99 or 9999.9999
09	288	296	Current Federal Taxable Wages	S9(8)v99
09	297	305	YTD Federal Taxable Wages	S9(8)v99
04	306	309	Form Identifier	Alphanumeric
01	310	310	Payment Type (C = Check, D = Deposit)	Alphanumeric
60	311	370	Stub Message 1	Alphanumeric
60	371	430	Stub Message 2	Alphanumeric
60	431	490	Optional Header 1	Alphanumeric
60	491	550	Optional Header 2	Alphanumeric
60	551	610	Optional Header 3	Alphanumeric
60	611	670	Optional Header 4	Alphanumeric
60	671	730	Optional Header 5	Alphanumeric
120	731	850	Filler	Alphanumeric
09	851	859	Social Security Number	999999999 (no decimals)
01	860	860	Filler	Alphanumeric
15	861	875	Earning #1 Description	Alphanumeric
07	876	882	Earning #1 Rate	999999999 (no decimals)
06	883	888	Earning #1 Current Hours	S9(8)v99
09	889	897	Earning #1 Current Amount	S9(8)v99
09	898	906	Earning #1 YTD Amount	S9(8)v99
46	907	952	Earning #2 Detail	Same layout for 5 fields included in Earning #1
46	953	998	Earning #3 Detail	Same layout for 5 fields included in Earning #1

Field Length	From	То	Description	Field Type
46	999	1044	Earning #4 Detail	Same layout for 5 fields included in Earning #1
46	1045	1090	Earning #5 Detail	Same layout for 5 fields included in Earning #1
46	1091	1136	Earning #6 Detail	Same layout for 5 fields included in Earning #1
46	1137	1182	Earning #7 Detail	Same layout for 5 fields included in Earning #1
46	1183	1228	Earning #8 Detail	Same layout for 5 fields included in Earning #1
46	1229	1274	Earning #9 Detail	Same layout for 5 fields included in Earning #1
16	1275	1290	Filler	Alphanumeric
46	1291	1336	Earning #10 Detail	Same layout for 5 fields included in Earning #1
46	1337	1382	Earning #11 Detail	Same layout for 5 fields included in Earning #1
46	1383	1428	Earning #12 Detail	Same layout for 5 fields included in Earning #1
46	1429	1474	Earning #13 Detail	Same layout for 5 fields included in Earning #1

Field Length	From	То	Description	Field Type
46	1475	1520	Earning #14 Detail	Same layout for 5 fields included in Earning #1
46	1521	1566	Earning #15 Detail	Same layout for 5 fields included in Earning #1
46	1567	1612	Earning #16 Detail	Same layout for 5 fields included in Earning #1
46	1613	1658	Earning #17 Detail	Same layout for 5 fields included in Earning #1
46	1659	1704	Earning #18 Detail	Same layout for 5 fields included in Earning #1
16	1705	1720	Filler	Alphanumeric
46	1721	1766	Earning #19 Detail	Same layout for 5 fields included in Earning #1
46	1767	1812	Earning #20 Detail	Same layout for 5 fields included in Earning #1
46	1813	1858	Earning #21 Detail	Same layout for 5 fields included in Earning #1
46	1859	1904	Earning #22 Detail	Same layout for 5 fields included in Earning #1
46	1905	1950	Earning #23 Detail	Same layout for 5 fields included in Earning #1

Field Length	From	То	Description	Field Type
46	1951	1996	Earning #24 Detail	Same layout for 5 fields included in Earning #1
46	1997	2042	Earning #25 Detail	Same layout for 5 fields included in Earning #1
108	2043	2150	Filler	Alphanumeric
15	2151	2165	Deduction #1 Description	Alphanumeric
09	2166	2174	Deduction #1 Current Amount	S9(8)v99
09	2175	2183	Deduction #1 YTD Amount	S9(8)v99
33	2184	2216	Deduction #2 Detail	Same layout for 3 fields included in Deduction #1
33	2217	2249	Deduction #3 Detail	Same layout for 3 fields included in Deduction #1
33	2250	2282	Deduction #4 Detail	Same layout for 3 fields included in Deduction #1
33	2283	2315	Deduction #5 Detail	Same layout for 3 fields included in Deduction #1
33	2316	2348	Deduction #6 Detail	Same layout for 3 fields included in Deduction #1
33	2349	2381	Deduction #7 Detail	Same layout for 3 fields included in Deduction #1
33	2382	2414	Deduction #8 Detail	Same layout for 3 fields included in Deduction #1

Field Length	From	То	Description	Field Type
33	2415	2447	Deduction #9 Detail	Same layout for 3 fields included in Deduction #1
33	2448	2480	Deduction #10 Detail	Same layout for 3 fields included in Deduction #1
33	2481	2513	Deduction #11 Detail	Same layout for 3 fields included in Deduction #1
33	2514	2546	Deduction #12 Detail	Same layout for 3 fields included in Deduction #1
33	2547	2579	Deduction #13 Detail	Same layout for 3 fields included in Deduction #1
01	2580	2580	Filler	Alphanumeric
33	2581	2613	Deduction #14 Detail	Same layout for 3 fields included in Deduction #1
33	2614	2646	Deduction #15 Detail	Same layout for 3 fields included in Deduction #1
33	2647	2679	Deduction #16 Detail	Same layout for 3 fields included in Deduction #1
33	2680	2712	Deduction #17 Detail	Same layout for 3 fields included in Deduction #1
33	2713	2745	Deduction #18 Detail	Same layout for 3 fields included in Deduction #1

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Field Length	From	То	Description	Field Type
33	2746	2778	Deduction #19 Detail	Same layout for 3 fields included in Deduction #1
33	2779	2811	Deduction #20 Detail	Same layout for 3 fields included in Deduction #1
33	2812	2844	Deduction #21 Detail	Same layout for 3 fields included in Deduction #1
33	2845	2877	Deduction #22 Detail	Same layout for 3 fields included in Deduction #1
33	2878	2910	Deduction #23 Detail	Same layout for 3 fields included in Deduction #1
33	2911	2943	Deduction #24 Detail	Same layout for 3 fields included in Deduction #1
33	2944	2976	Deduction #25 Detail	Same layout for 3 fields included in Deduction #1
33	2977	3009	Deduction #26 Detail	Same layout for 3 fields included in Deduction #1
01	3010	3010	Filler	Alphanumeric
33	3011	3043	Deduction #27 Detail	Same layout for 3 fields included in Deduction #1
33	3044	3076	Deduction #28 Detail	Same layout for 3 fields included in Deduction #1

Field Length	From	То	Description	Field Type
33	3077	3109	Deduction #29 Detail	Same layout for 3 fields included in Deduction #1
331	3110	3440	Filler	Alphanumeric
04	3441	3444	Control-3	Alphanumeric
04	3445	3448	Control-4	Alphanumeric
04	3449	3452	Control-5	Alphanumeric
04	3453	3456	Control-6	Alphanumeric
30	3457	3486	Control-1 Name	Alphanumeric
30	3487	3516	Control-2 Name	Alphanumeric
10	3517	3526	Employee Number	Alphanumeric
30	3527	3556	Employee Name (F. M. Last)	Alphanumeric
30	3557	3586	Employee Address Line 1	Alphanumeric
30	3587	3616	Employee Address Line2	Alphanumeric
25	3617	3641	Employee City/State/Zip	Alphanumeric
05	3642	3646	Employee +4 Zip	Alphanumeric
09	3647	3655	Pay Document Number	99999999 (no decimals)
05	3656	3660	Filler	Alphanumeric
08	3661	3668	Payment Date	Date (MM/DD/YY)
09	3669	3677	Net Pay Amount	S9(8)v99
150	3678	3827	Net Pay In Words	Alphanumeric
108	3827	3935	Filler	Alphanumeric
17	3936	3952	Employee Bank Account #1	Alphanumeric
12	3953	3964	Employee Deposit Amount #1	S9(8)v99
45	3965	4009	Filler	Alphanumeric
17	4010	4026	Employee Bank Account #2	Alphanumeric
12	4027	4038	Employee Deposit Amount #2	S9(8)v99
45	4039	4083	Filler	Alphanumeric
17	4084	4100	Employee Bank Account #3	Alphanumeric
12	4101	4112	Employee Deposit Amount #3	S9(8)v99
45	4113	4157	Filler	Alphanumeric

Field Length	From	То	Description	Field Type
17	4158	4174	Employee Bank Account #4	Alphanumeric
12	4175	4186	Employee Deposit Amount #4	S9(8)v99
110	4187	4296	Filler	Alphanumeric
02	4297	4298	Total Earnings ("25")	99999999 (no decimals)
02	4299	4300	Total Deductions ("29")	99999999 (no decimals)
16	4301	4316	Miscellaneous Data (3333090913131010)	99999999 (no decimals)



Ceridian Tax Service Interface

About This Appendix

The Ceridian Tax Service (CTS) Interface (compatible with CTS specifications version A99.3.0) requires the execution of two report programs, three subroutines, and a COBOL program. The CTS Quarterly File report, and subroutines 5G2A, 5G2B, and 5G2C creates quarterly reporting records. Subroutine 5G2A produces the employee count records required for state tax authorities; 5G2B produces local tax authority employee counts; and 5G2C produces the special city, zip-code and state record required for local tax authority reporting. The CTS Periodic File report produces the periodic reporting data on a pay-period basis.

These reports should be executed during the normal pay process. They write records to the P05T80 file. A COBOL program, P6CTS, reads the P05T80 file and generates the records necessary for transmission to CTS. The Select and Source-Computer statements within the COBOL program must be changed to reflect your hardware.

The CTS interface creates both the Payroll Tax Transmission file and the Quarterly Report file. Creation of these output files is controlled by the Report Requests form entries.

The CTS Quarterly File and CTS Periodic Data are simple totaling reports to allow you to balance the CTS output to the Cyborg payroll tax report. The CTS Quarterly File Summary Report comes from the CTS Quarterly File, and the CTS Periodic File Summary Report is produced by the CTS Periodic File. These reports are output to PRINT2. You can suppress totals by reviewing the generator code and following the instructions.

If you require the Payroll Tax Transmission file, it is not necessary to execute P6CTS during each payroll run. The P05T80 files from various payroll runs may be merged, resorted, and passed into the P6CTS program after multiple payroll runs have been processed.

The P6CTS program generates two output files:

- CTSQTR is the Quarterly Report File.
- CTSCUR is the Payroll Tax Transmission File.

The CTS Interface requires the reporting of employee counts by quarter for both state and local taxing authorities. The 5G2A and 5G2B subroutines provide the counts.

Establishing the CTS Interface

This section describes the information that you must establish to process the CTS Interface. You will need to enter information on the following forms:

- Tax Specification Information (T1-SCR)
- WL Record Maintenance (WL-SCR)

Establishing Tax specification information

You must enter the local code, as defined by CTS, for each respective local tax record in the UI Reporting Nbr field on the Tax Specification Information form (T1-SCR).

1. To access the Tax Specification Information form make the following selections:

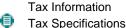


Component:



Payroll Setup Processing

Process: Task:





Payroll ► Tax Information ► Tax Specifications

- 2. Type the resident local code in positions 1 through 4 of the UI Reporting Nbr field.
- 3. Type the nonresident local code in positions 6 through 9.

For clients using the common tax company, these entries must be made through the employer specific tax information screen.

You must also type the four-character code for state supplemental taxes, as defined by CTS, in the UI Reporting Nbr field on the Tax Specification Information form for each respective supplemental tax record. Type the code in positions 1 through 4. Common tax company user must make these entries on the employer specific tax information screen.

Establishing WL records

The interface requires you to set up WL Record Maintenance forms (WL-SCR) for your organization. You will need to create the following WL records.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

- WLFDCTS FREQUENCY You must create this record for each pay frequency within each company. This form is necessary for reporting multiple frequencies with different pay dates within the same transmission file. The WL records created by this form also allow for the reporting of multiple companies with the same federal ID, since the data is sorted by collector ID and client ID.
- WLFDCTS WORK This record will be used to store the employee name field after it has been converted to the required CTS format.
- WLFDCTS UNIT You must create two WLFDCTS UNIT record. One will establish the worksite name. The second will establish the worksite address
- WLFDNYOTHERCOMP Clients reporting wages for New York may have to establish a new WL record which is used to identify employee wages that are not subject to unemployment benefits. WL records must be entered to identify "Other Compensation" for the New York Quarterly reporting. These WL records will contain the HED numbers of all earnings classified as "Other Compensation."

To access the WL Record Maintenance form make the following selections:



Component: Process:

Payroll Setup Processing Payroll Maintenance

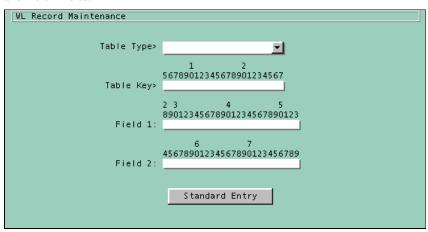
Task:

General Payroll Records



Payroll ➤ Other Company-Lvl Setup/Maint ➤ General Payroll Tables

Select the Column Ruler button to display a columnar scale for the Table Key, Field 1 and Field 2 fields.



Issue: B.0 May 2000

Reference: US-OS-PR-50 The Solution Series/ST Version 3.0 & 4.5

WLFDCTS FREQUENCY

- 1. Select Co Other Cyborg (FD) from the Table Type drop down box.
- 2. In the Table Key field, type CTS FREQUENCY followed by a space and then the frequency code. Leave the rest of the field blank.
- 3. Type the following information in the Field 1 and Field 2 fields, using the columnar scale as a guide.

Position	Value	Description
28-33		Collector ID
34		Blank
35-40		Client ID (this must be unique for each frequency within the CTS Interface file)
41		Blank
42	С	City/State Format
	F	City/State field is in City, State format
		City/State field has the state code in a fixed position
43-44		State Code Location
		If Option F is used in Position 42, type the 2 position location of the state code in the City/State field of the employee's address. If Option F is not used, leave blank.
45	Blank	Zip Code Format
	+	Zip Code is only in the Zip Code field (FLD091)
	9	Zip + format using the Zip Code field (FLD091) followed by the last 4 bytes of the City/State field (FLD090)
		Zip + format using the last 4 bytes of the City/State field (FLD090) followed by the Zip Code field (FLD091)
46		Blank
47-49		Earning for Third Party Sick Pay
50-55		Blanks
56-58		Earning for New Jersey Private SDI
59		Blank
60		California Voluntary SDI Flag (see the CTS specifications (version A99.3.0) for the appropriate value)
61-80		Blanks

WLFDCTS WORK

1. Select Co Other Cyborg (FD) from the Table Type drop down box.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

- 2. In the Table Key field, type CTS WORK. Leave the rest of the field blank.
- 3. Type the following information in the Field 1 and Field 2 fields using the columnar scale as a guide.

Position	Value	Description
28	X	Use the literal X
29-80		Blanks

WLFDCTS UNIT

The first WLFDCTS UNIT record establishes the worksite name.

- 1. Select Co Other Cyborg (FD) from the Table Type drop down box.
- 2. In the Table Key field, type CTS UNIT followed by a space, the two-character state code, the four-character worksite number, and an A. Leave the rest of the field blank.
- 3. Type the following information in the Field 1 and Field 2 fields using the columnar scale as a guide.

Position	Value	Description
28-53		Worksite Trade Name
54-79		Worksite Street Name
80		Blank

The second WLFDCTS UNIT record establishes the worksite address.

- 1. Select Co Other Cyborg (FD) from the Table Type drop down box.
- 2. In the Table Key field, type CTS UNIT followed by a space, the two-character state code, the four-character worksite number, and a B. Leave the rest of the field blank
- 3. Type the following information in the Field 1 and Field 2 fields using the columnar scale as a guide.

Position	Value	Description
28-44		Worksite City
45-53		Worksite Street Name
54-79		Worksite Description
80		Blank

WLFDNYOTHERCOMP

- 1. Select Co Other Cyborg (FD) from the Table Type drop down box.
- 2. In the Table Key field, type NYOTHERCOMP. Leave the rest of the field blank.

	•	
Position	Value	Description
28-30	aaa	HED for Other Compensation
31-33	bbb	HED for Other Compensation
34-36	ccc	HED for Other Compensation
37-39	ddd	HED for Other Compensation
40-42	eee	HED for Other Compensation
43-45	fff	HED for Other Compensation
46-48	ggg	HED for Other Compensation
49-51	hhh	HED for Other Compensation

3. Type the following information in the Field 1 and Field 2 fields using the columnar scale as a guide.

Producing reports and output files

52-54

55-57

To produce the CTS Interface outputs, you must set up Report Requests forms for each of these files and reports:

HED for Other Compensation

HED for Other Compensation

■ CTS Quarterly File (7171)

iii

iii

- CTS Quarterly File Summary Report (Q1Q1)
- CTS Periodic File (7272)
- CTS Periodic File Summary Report (P2P2)

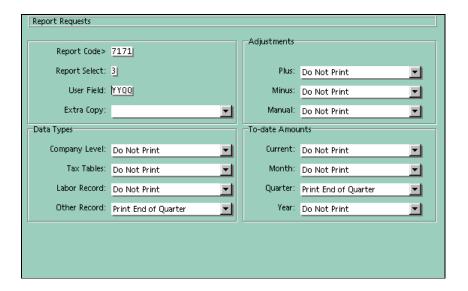
Shown below are the Report Requests forms entries for the reports listed above. Only those fields which differ from the default entries are listed.

CTS Quarterly File

You must make the following field entries:

Field name	Field value
Report Code	7171
Report Select	3
User Field	YYQQ
Other Record	Print End of Quarter
Quarter	Print End of Quarter

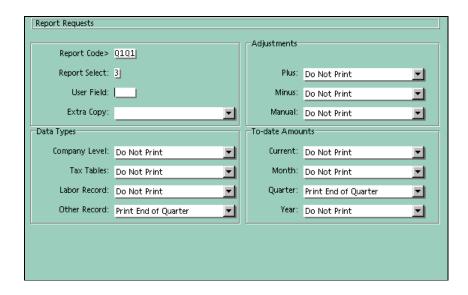
The YYQQ in the User Field represents the year and quarter being reported, for example, 9904 = 4th quarter of 1999.



CTS Quarterly File Summary Report

You must make the following field entries:

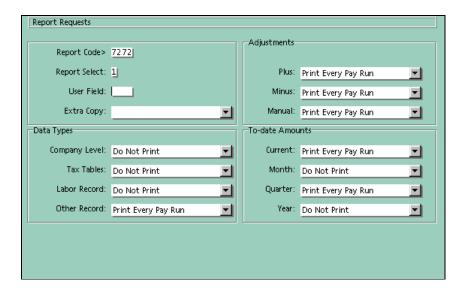
Field name	Field value
Report Code	Q1Q1
Report Select	3
Other Record	Print End of Quarter
Quarter	Print End of Quarter



CTS Periodic File

You must make the following field entries:

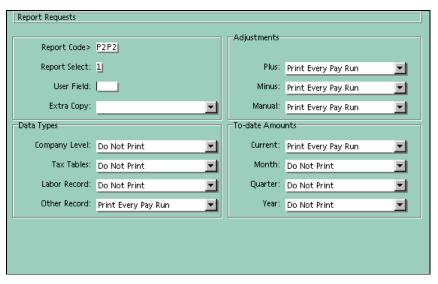
Field name	Field value
Report Code	7272
Report Select	1
Other Record	Print Every Pay Run
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run
Quarter	Print Every Pay Run



CTS Periodic File Summary Report

You must make the following field entries:

Field name	Field value
Report Code	P2P2
Report Select	1
Other Record	Print Every Pay Run
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run



Processing Third Party Sick Pay

To accommodate the processing of third party sick pay within the CTS Interface, you must make provisions for employer-issued W-2s and third-party-administrator-issued W-2s.

Employer-issued W-2s

After receiving the necessary payment information from the third party administrator, prepare Manual Payment (KA-SCR) and Manual Adjustments (KB-SCR) forms. The adjustments should include only payments for third party sick pay. After you submit this information to the system, the appropriate wage and tax fields are updated. The system calculates the amount of employer FICA due.

Since the amount of FICA tax withheld has already been reported and deposited by the third party administrator, the CTS Interface does not report the wages and/or taxes associated with the employee contributions. The interface does, however, report the amount of employer tax for both FICA-HI and FICA-OASDI up to the limit.

The interface identifies an adjustment as third party sick pay only based on the earning or deduction numbers submitted through the WL Record Maintenance form for the CTS Frequency.

Third-party-administrator-issued W-2s

After receiving the necessary payment information from the third party administrator, prepare Manual Adjustments, FICA-OASDI/ Total Pay Adjustment, and FICA-HI Adjustments forms. The adjustments should include only payments for third party sick pay. The FICA-OASDI/Total Pay Adjustment (KF-SCR) and FICA-HI Adjustments (KH-SCR) forms should include only amounts representing the employer FICA taxable wages and corresponding taxes. On the Manual Adjustments form, type the

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

amount of wages paid. The earning used for reporting third party sick pay should be designated as a memo earning.

Since the amount of employee FICA tax withheld has not been recorded within *The Solution Series/ST*, the CTS Interface does not report the wages and/or taxes associated with the employee contributions. The interface does, however, report the amount of employer tax for both HI and OASDI up to the limit.



Error and Warning Messages

About This Appendix

This appendix contains a list of every message that may be printed on the batch payroll system reports. These messages are generally associated with error conditions encountered in the content of Payroll BATCH transactions, as processed by the payroll batch processing programs. When a message description includes a field name, it is referring to the field name in a transaction. These messages are printed on reports during a payroll or maintenance run. The reports that supply you with messages are:

- Transaction Load
- Payroll Audit Trail
- Audit Trail Warnings
- Master File Status

Transaction Load report messages

During the payroll process, the P2EDIT program verifies the contents of all fields for all transactions for syntax errors. Any errors found are noted on the Transaction Load report. Usually the entire transaction is rejected when an error is found.

You should review the Transaction Load report for error messages. If you find any error messages, you can continue processing and update the file. The rejected transactions have been dropped, and you must re-enter them on a later run. Or you can correct the errors and rerun as necessary.

Address Code Invalid - Trans Rejected

Type a correct name code value and resubmit the transaction. The name code value must be in the range of 001 - 999.

Bad Fld Nbr

Type a corrected field number and resubmit the transaction.

Bad HED Nbr

Type the correct earning or deduction number and resubmit the transaction. The number must be in the range of 001 - 500 for earnings or 501 - 999 for deductions.

Check Amounts Differ - Trans Rejected

This message applies to the ER transaction. The net pay amount that cleared the bank is different from the amount issued by the system. Investigate the error and enter a corrected ER transaction.

Check Nbr Not Outstanding - Trans Rejected

This applies to the ER transaction. The recon number was not issued by the system. Investigate the error and submit an ER transaction to clear the payment.

Error in BATCH Trans - Batch Rejected

An error in the BATCH transaction has forced the rejection of this transaction. Check the error shown next to the BATCH transaction to determine the error. Correct the BATCH transaction and rerun.

Error in Trans - Entire Trans Rejected

See other error messages related to this transaction, correct them, and rerun.

Error - Missing data in Transaction

The transaction does not contain any data beyond the identifier.

HED Number Invalid - Transaction Rejected

The earning or deduction number is invalid. Correct and resubmit the transaction.

Identifier Invalid - 1st Tax Body Rejected

The tax type or tax number (or both) is incorrect. Make corrections in positions 13-46 and resubmit the transaction.

Identifier Invalid - 2nd Tax Body Rejected

The tax type or tax number (or both) is incorrect. Make corrections in positions 47-80 of the transaction and resubmit it.

Incorrect

The field listed did not pass the edit rules for the field or for the field within the organization. Check the Payroll Audit Trail.

Invalid Adjustment Code - Trans Rejected

Position 77, 78, or 79 of an adjustment transaction is incorrect. Correct the error and resubmit the transaction.

Invalid Delete Identifier - Trans Rejected

An X transaction is being used to delete a field and the field number being used for deleting is not a key field. Correct and resubmit the transaction.

Invalid Employee Nbr - Trans Rejected

The employee number in positions 3-12 of the transaction is invalid. Correct and resubmit the transaction.

Invalid Field Number - Trans Rejected

The field number in positions 13-15 of the transaction is invalid. See the field name to field number cross-reference for a list of valid field numbers, correct the error, and resubmit the transaction.

Invalid Identifier - This Entry Rejected

An AE transaction has been entered with one of the frequency identifiers left blank. Resubmit the transaction with the frequency entered.

Invalid Identifier - Trans Rejected

The frequency identifier on an AJ transaction is blank. Correct the entry and resubmit the transaction.

Invalid Table or Bracket - Trans Rejected

The table (position 10) or the bracket (positions 11-12) is invalid. Verify the tax update, correct the entry, and resubmit the transaction.

Reference: US-OS-PR-50 Issue: B.0
The Solution Series/ST Version 3.0 & 4.5 May 2000

Invalid Transaction Code - Trans Rejected

The transaction code in positions 1-2 is incorrect. See Appendix B for a list of valid transaction codes. Correct the entry and resubmit the transaction.

Master Number Invalid - Trans Rejected

A non-numeric value has been entered in columns 53 - 56 of an X transaction. All master numbers are in the range of 0001 - 9999. Correct the error and resubmit the transaction.

Missing BATCH Transaction - Trans Rejected

Either there was no BATCH transaction, or a BATCH transaction did not follow a BATCH STOP transaction. Correct and resubmit the affected transactions. See Appendix C for more information.

Missing Report Code - Trans Rejected

The report format code or sort code is missing from positions 3-4. Correct and resubmit the group of sorts and formats.

More Than 9 S1 Trans - Trans Rejected

A sort code is being loaded with more than nine S1 transactions. Those over nine will be rejected.

Must Edit in BATCH999999 - Trans Rejected

All report formats, report sorts, and payment reconciliation transactions must be entered in with a BATCH transaction using Organization Number 999999. Change the Organization Number and resubmit the transaction.



Refer to Chapter 2: Establishing an Organization in the Payroll Organization Setup manual for more information.

Name Format

All name fields must be entered in the following format: LAST NAME comma space FIRST NAME. Correct the Name field (AB or F1 transaction) and resubmit the transaction.

Non Numeric

The value typed in the field shown is not a numeric value. See the field number and transaction positions associated with the message. Correct the error and resubmit the transaction.

Out of Sequence - Transaction Rejected

The R and S transactions must be entered in sequence on positions 5-7 and 77-80. The entire set of R and S transactions must be reloaded.

Past Column 80

The system's Field Number Table is incorrect. Contact your data processing department immediately. Do not continue to process!

See BATCH Modify Control - Trans Rejected

The Modify Controls field in position 17 of the BATCH transaction allows either employee or organization transactions in a group, but not both. This transaction contradicts the option you entered in the BATCH transaction and must be re-entered in the correct group.

Split Number Invalid - Trans Rejected

The allocation number entered on the G transaction is invalid. The allocation number must be in the range of 01 - 98.

Sort Format Not Loaded - Trans Rejected

An R0 transaction was encountered and was not preceded by a sort (S1 and S7), or the R0 did not have a sort name entered in positions 64 and 65. To correct this, enter a sort, or fill in the name of an existing sort in positions 64 and 65 of the R0 transaction.

Tax Type or Number Invalid - Tran Rejected

The tax type or tax number is incorrect. Correct the error and resubmit the transaction.

Trans Rejected - See BATCH Transaction

This transaction is in conflict with a BATCH transaction option. Correct the transaction in error and resubmit it.

Validate Only - BATCH Rejected

The validate only option in position 16 of the BATCH transaction was specified. Therefore, no transactions will be written from this batch. Look for other errors, because all other editing will still be done.

Payroll Audit Trail messages

All transactions that pass the P2EDIT program's syntax check are passed to the P4CALC program. P4CALC verifies that data exists on the Sequential Master File to support the transactions. For example, P4CALC makes sure that an earning or deduction number found on a time entry exists for that organization. Any rejects are noted on the Payroll Audit Trail report.

Cyborg suggests that you review this report during the payroll process and account for any reject messages before continuing. Depending on the severity of the reject message, you may find it necessary to rerun the payroll.

Bypass - History Not Run Since Paid

When using the H2 transaction's history updated option (position 15), this data cannot be updated.

Bypass - This Control Not Being Paid

This time entry has been bypassed because this organization was not paid. Check the Payroll Run Process Control form to determine the reason. Time entries processed for an organization not being paid are written to the Recycle File and paid the next time the organization is paid.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Bypass - This Frequency Not Paid

An option entered on the Payroll Run Process Control form determines the frequencies to be paid. This employee's pay frequency is not one of them. Verify the entry in the employee's Frequency field. The time entry will be written to the Recycle File and paid the next time the frequency is paid.

Entry Added - No Wages Adjusted

The earning had to be set up for this employee; see the No Wages Adjusted message later in this section.

Entry Added - Tax Type 1 Adjusted

The earning had to be set up for this employee; see the Tax Type 1 Wages Adjusted message later in this section.

No Wages Adjusted

The Adj Tax field of the Manual Payment form (or the Plug Code position 77 of the KB transaction) has specified that no federal, state, county, or city taxable wages fields are to be adjusted for this employee.

Not Loaded

The report shown on this line has not been loaded into the report working storage area on this run. This means it is not possible for this report to be produced on this run.

Reject - Address is Not Set Up

The address shown was not set up. Verify the identifier for the field in the F1 or F2 transaction. When adding a new name code, the Name field must be entered with the Address fields.

Reject - Bad Date, No Pay Calculated

The payment date on the Payroll Run Process Control form is missing. This organization will not be paid on this run unless the payment date is entered. Also verify that all Previous/Save Period fields have been entered on the Company Pay Frequencies form.

Reject - Bad Employee Record

A defective employee record has been detected due to a missing segment or segments with incorrect lengths. The defective employee record is bypassed, no pay calculation or reporting is done, and the record is written to the P20OUT file.

Reject - Trans Failed Previous Edit

See the Transaction Load report for the nature of the error.

Reject - Control Ident Not Set Up

This earning or deduction has not been set up for the organization. You must enter the earning or deduction number on either the Company Earnings or Company Deductions form.

Reject - Control Tax Body Not Set Up

The tax specification record is not set up on the file. Use the Tax Specification Information form or a T1 transaction to set up the tax record for the organization.

Reject - Data Area is Full

This field cannot be added to the file.

Reject - Duplicate Identifier Entry

One of the following has been entered during this run: more than one Ux, Vx or Wx transaction with the same key; more than one sort with the same Sort Code; or more than one format with the same Format Code and loaded with the same sort.

Reject - Emp. Number Already Used

The Social Security number may be entered on an E transaction only when adding a new employee. Entering the Social Security number on the E transaction indicates a new employee, and the employee number is already in use for another employee. All transactions for this employee have been rejected. Correct the employee number entry and resubmit the transactions.

Reject - Format is Too Large

The report format is too large to process.

Reject - HED is Not Set Up

The earning or deduction is not set up for this employee. The Frequency field must be entered to establish an earning or deduction.

Reject - HED nnn - No A8 Transaction

(where nnn is the earning or deduction number)

This earning or deduction was not established for this organization. You must set up the earning or deduction before you can enter any employee transactions.

Reject - HED nnn Not Added - Area Full

(where nnn is the earning or deduction number)

There is not enough room to add this earning or deduction.

Reject - HED nnn Verify FLSA OT

(where nnn is the earning or deduction number)

A negative time entry has caused a negative overtime premium amount. The time entry shown has been rejected. Correct the time entry and resubmit it if you are executing a payroll rerun.

Reject - Identifier Entry Not Set Up

Either the transaction shown on this line has not been submitted previously, or this type of adjustment cannot be used on a time entry.

Reject - Master Not on File

No record exists on the Master File for the employee. You must enter the Social Security number to establish a new employee.

Reject - No Matching Print Position

The Report Content field of a report specifies more items to be printed than are accounted for in the R5 transaction (the starting print positions).

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Reject - Record Not on File

The record is not on the file. Verify the Organization Number and Employee Number to determine the existence of the record.

Reject - Rept mmmm Over Loop Limit, Adr. nnnnn

The report identified by mmmm was looping at relative address nnnn. The report has been disabled for the remainder of this organization.

Reject - Split Number is not Set Up

The Location Information field cannot be established without entering the split percent for this split number.

Reject - Tax Body is Not Set Up

To establish a new tax record, you must complete the Tax Method Code field.

Reject - Unresolved Branch

The report sort or report format has a branch with no corresponding paragraph. Correct and reload the sort and format.

Reject - 99 Checks Already Written

An employee may receive no more than 99 payments on any one payroll run. If it is necessary to produce more than 99 payments for an employee, you must distribute the payments in multiple payroll runs.

- Report AAAACalling Bad 5Gyy
- Employee nnnnnnnnnHED xxx CALLING BAD 5Gyy

(Where nnnnnnnnn is the employee number, xxx is the earning or deduction number, and yy is the Method Code field entry, or AAAA is the report name and yy is the report generator routine.)

The earning, deduction, or report shown requires a report generator routine that is not loaded in the report area.

If the earning or deduction has been keyed incorrectly, correct it and rerun. Otherwise, contact your data processing department to have the generator routine loaded.

Report Area Full - Bypassed***

On the initial load of a generator, the report area is full.

Selected

The report listed on this line has been selected on the Report Requests form.

Tax Type 1 Wages Adjusted

The Adj Tax field of the Manual Payment form (or the Plug Code position 77 of the KB transaction) has specified that only federal tax records are to be adjusted by this amount.

This Control 1-2 Added

The organization shown on this line has been added to the Master File.

This Control 1-2 Deleted

The organization shown on this line has been deleted from the Master File.

This Employee Added

The employee shown on this line has been added to the Master File.

This Employee Deleted

The employee shown on this line has been deleted from the Master File. No W-2 or other reports can be produced; any dollar and hours amounts are lost unless they were transferred to another organization.

This Identifier Entry Added

The information shown on this line has been added to the Master File.

This Identifier Entry Deleted

The information shown on this line has been deleted from the Master File.

This Tax Body Added

The tax specification record shown on this line has been added to the Master File.

This Tax Body Deleted

The tax specification record shown on this line has been deleted from the Master File.

Warning - Area Full, Pd Entry Dropped

The employee area is full, and this run's period table entry cannot be added to the file for this employee.

Warning - HED nnn Accrd Hrs

(where nnn is the applicable earning or deduction number)

The available figure for this earning or deduction has been exceeded.

Warning - HED nnn Has Been Set Up

(where nnn is the applicable earning or deduction number)

This earning or deduction was not set up for the employee, but it has been added automatically by this transaction. The default fields established for the organization have been used to set up the earning or deduction.

Warning - Inactive Emp. Time Entry

A time entry has been submitted for an inactive employee. The employee either has an entry in the Termination Date field or an entry in the Period Override field to prevent pay. This is informational only; the time-entry transaction has been processed and the employee has been paid.

Warning - Input Version Number Is

The entry in the File Version Number field on the Payroll Run Process Control form does not match the version number entry on the BATCH transaction.

Warning - No Bracket For Tax Table

There is a T4 transaction with no corresponding T5 bracket entries.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

(B)

Warning - Negative Net Pay Zeroed Out

The employee's net pay is a negative amount and has been zeroed out, resulting in a zero check. Review the employee's earning, tax, and deduction (particularly arrears) information and make corrections. If the pay is to be rerun, correct the time entries as needed.

Warning - No Hours x - Regular Pay Used

(where x is either the Hours One, Hours Two, Hours Three, or Hours Four field on a Format 2 time entry)

No earning number has been assigned this field on the Company Earnings form. The hours on this Format 2 time entry will be paid as regular, earning 001.

Refer to the Payroll Time Entries and Adjustments manual for more information about assigning hours and amounts fields.

Warning - No Money x - Regular Pay Used

(where x is either the Amount One or the Amount Two field on a Format 2 time entry)

No earning has been assigned this field on the Company Earnings form. The amount on this Format 2 time entry will be paid as regular, earning 001.

Refer to the Payroll Time Entries and Adjustments manual for more information about assigning hours and amounts fields.

Warning - No Time Entry or HED 001 Pay

This employee's frequency is being paid; however, this employee is not. The entry in the No Pay Warning field on the Company Options - Part 2 form controls the printing of this message.

Warning - Not In Table, Area Fill

A W (other) record could not be loaded in because the area is full.

Warning - Overtime For Exempt Employ.

Overtime has been entered for an employee who is set up as overtime exempt.

Warning - Shift HED Added

The earning or deduction for shift differential has been added to this employee's record

Warning - Shift Method Code Not Valid

A shift differential earning must have a Calc Method field selection of Amt Per Reg Hour TE (14), Amt Per Total Hr TE (10), % Regular Gross TE (17), or % Total Gross on TE. Verify that the Employee Earnings And Deductions form for the employee, as well as the Company Earnings form for the organization, both have Calc Method field selections of Amt Per Reg Hour TE (14), Amt Per Total Hr TE (15), % Regular Gross TE (16), or % Total Gross on TE (17).

Warning - Tax Area Full, Tax Not Used

The tax specification record could not be loaded into the tax area because the area is full. Employee tax was not withheld.

F:10

Reference: US-OS-PR-50 The Solution Series/ST Version 3.0 & 4.5

Warning - Tax Body Not in Tax Area

The tax specification record is not in the tax area for this organization. No taxes were withheld, since the tax record could not be found for this organization.



Refer to Chapter 5: Activating Taxes in the Payroll Organization Setup manual for more information about the T1 transaction.

Warning - Tax Table Missing

The tax table or tax specification record for this employee is not set up in the organization tax record. No taxes were withheld for the employee, since the necessary tax table was not found.



Refer to Chapter 5: Activating Taxes in the Payroll Organization Setup manual for more information about the T3 transaction.

Warning - Tax nnnnnnn Added

(where nnnnnn is the tax code)

The tax record has been set up for this employee due to the adjustment or time-entry adjustment shown.

Warning - Tax nnnnnnn Area Full

(where nnnnnn is the tax code)

The tax specification record could not be added because the tax area is full. This message is given when a new tax authority is being added to the organization and there is not enough room to load the entire record.

Warning - This Tax Body Deleted

One of the following has occurred:

A T1 transaction was entered for this run with a pound sign (#) in position 80.

The Use Tax field has been blanked out from the online environment for a tax specification record that was on the Master File and it has been dropped.

One or more T transactions were entered this run for a tax specification record that is not on the Master File, but neither a Y nor an N was entered in position 80 of a T1 transaction.

Warning - This Time Entry Bypassed

This time entry has been bypassed because the date is a future date. The time entry will be written to the Recycle File and will be paid when the date falls within the period end being paid.

Warning - This Time Entry Cancelled

This time entry was cancelled by a corresponding time entry with a zero in position two of the Entry Function Code field.

Warning - Two KC Transactions

Two or more KC transactions have been entered, with pay document numbers, for the same adjustment.

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

Issue: B.0 May 2000

F:11

■ XXXXXX Added

(where xxxxxx is the Organization Number)

During a merge operation the indicated organization has been taken from the H20IN file, but there was no matching organization on the Employee Database.

XXXXXX Replaced

(where xxxxxx is the Organization Number)

During a merge operation the indicated organization has been taken from the H20IN file, and there was a matching organization on the Employee Database.

Master File Status report messages

C1-2S EIN INVALID

The EIN on file for the organization is invalid according to federal specifications.

SOCIAL SECURITY NUMBER MISSING

The employee's Social Security number is blank, all zeros, or all 9s.

SEX NOT M OR F

The employee's Sex field is not F or M.

EQUAL OPPORTUNITY CODE BAD

The employee's RACE is identified by a value less than 00 or greater than 05. See Option list HR22 for valid options.

BIRTH DATE MISSING

The employee's Birth field is blank.

HIRE DATE MISSING

The employee's Employment field is blank.

SHIFT MISSING

The employee's Normal Shift field equals zero.

JOB CATEGORY BAD

The employee's Job Category is less than 01 or greater than 10. See Option list HR01 for valid options.

NAME MISSING

The first five bytes of the employee's Name field are VOID, or the field is blank.

ADDRESS MISSING

The employee's Address fields (lines 1 and 2) are blank.

CITY/STATE MISSING

The first five bytes of the employee's City/State field are blanks.

ZIP CODE MISSING

The employee's ZIP field is blank.

CONTROLS 3-6 MISSING

The employee's Control 3 through Control 6 fields, inclusive, are blank.

SPLIT % NOT 100%

The total of the employee's Percent Allocated fields from all the employee's home location/pay allocations is not equal to 100%.

NORMAL RATE MISSING

The employee has a Payment Type value different from 1 and 4, but normal salary (earning 001) equals 00000000.

NORMAL HOURS MISSING

The employee's normal hours (earning 001) equals 0000000.

MTD FIGURES OUT OF BALANCE BY < number>

Employee earnings less deductions, less net pay, less taxes, does not equal zero (month-to-date).

QTD FIGURES OUT OF BALANCE BY < number>

Employee earnings less deductions, less net pay, less taxes, does not equal 0 (zero) (quarter-to-date).

YTD FIGURES OUT OF BALANCE BY < number>

Employee earnings less deductions, less net pay, less taxes, does not equal 0 (zero) (year-to-date).

Reference: US-OS-PR-50

The Solution Series/ST Version 3.0 & 4.5

NOTES

Issue: B.0

May 2000